

Job Description

OVERVIEW	
Job Title	Program Head/Principal
Department	Evening Tahfeez ul Quran Program – Fairfax
Reporting Relationships	Reports to: The Director of Education
Role Purpose	Administration

KEY ACCOUNTABILITIES & ACTIVITIES	
Role	• Ensure program delivers quality Quran memorization for all students. • The principal will oversee the daily operations of the program, including students' registration, scheduling, and outreach to the community.
Key Responsibilities	• Lead the Tahfeez Program with Ihsan (excellence) • Ensure program is delivering quality Quran memorization • Monitor enrolment on SMS (Salesforce). • Follow up with tuition payment. • Help parents on SMS Portal and guide them on the registration process. • Hiring Teachers through the department of Education and HR • Scheduling Teachers • Timesheet/Payment/payroll • Liaison – Parent/teacher/students • Guidance and support to teachers • Schedule meetings with parents/teachers • Provide School Calendar • Schedule Assessments for prospective students • Schedule Events (khatm Dua, parties, internal competitions, special guests) • Community Outreach • Provide any requested information about the program to the director of the department at HQ. • Collaborate with Fairfax morning Tahfeez and other program heads across branches. • Market the program and encourage community awareness & support program by becoming donors • Attend meetings with the director of Education and all hands meetings for All program heads.

QUALIFICATIONS/REQUIREMENTS



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Major Qualifications	• Bachelor in education, or Communication, Psychology or related field. • Experience in school/program management • Proficiency in English written and verbal
Desired Qualifications & Soft Skills	• Background in child development • Knowledge of current social culture and challenges faced by youth • Self-motivated • Prompt in addressing concerns and issues • Patience • Excellent verbal and written communication skills. • Microsoft office: word/excel, power point • Database management • Detailed oriented. • Good team player

Application & Resumes Submission	
Submission Requirements	Recent CV
Workload	8-10 hours per week while the program is in session. When the program is in break hours will be as needed.