



Job Description

Overview			
Job Title	Principal –Ilm Program (Institute of Learning Muslims)		
Department	Education Department		
Reporting Relationships	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reports to: Education Department</td> <td style="width: 50%;">Supervises all aspects of the program.</td> </tr> </table>	Reports to: Education Department	Supervises all aspects of the program.
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Role Purpose	The principal will oversee the daily operations of the program, including students’ registration, course selection, scheduling, and preparing the budget of the program. The principal will be responsible for the program outreach to the community.		
Key Accountabilities			
Operations	Oversee the daily operation of the program, including scheduling of teachers’ classes, budgeting, and the financial management of the program. Assist students in registering for the right classes, manage the data base, respond to students’ inquires and all inquiries from the community about the program.		
Program and Outreach	<ul style="list-style-type: none"> Work with ADAMS YEP programs across branches to guide students ages 12-18 on how to join the Ilm program. Organize seminars (as needed). Responsible for marketing and registration Maintain continuous communication with the students and their parents 		
Building relationships	<ul style="list-style-type: none"> Coordinate with the Certificate program about course overlap and course selection. Establish relationships with the youth and families of ADAMS. Create safe and stimulating environments for the youth while attending the program. Promote youth participation. Conduct leadership activities related to each class. Act as a role model for the youth Provide feedback to ADAMS leadership/department of education. 		

Required Skills and experience	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Microsoft office: word/excel, power point • Database management • Detailed oriented. • Good Islamic Knowledge • Experience working with the youth. • Good team player • Ability to relate to the students and the culture they are living in
Education	BA or higher in education management or related field
Work Environment	Office environment, and work outside office as well as needed.
Work timing	Part time – Evening and weekend hours
Compensation	Pay rate: Commensurate with experience and education.