**Job Description**

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| OVERVIEW | | |
| **Job Title** | **Principal (CEP Summer program Sterling location)** | |
| **Department** | Education/ Sunday School Sterling location | |
| **Reporting Relationships** | Reports to:  Education Department | Supervises: Program Staff and students |
| **Role Purpose** | The principal is responsible for maintaining an oversight of the summer program on daily basis during the operation of the program Monday – Wednesday. | |

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| KEY ACCOUNTABILITIES & ACTIVITIES | |
| **Key Accountabilities** | **Key Activities** |
| Operations | * Oversee the daily operation of the Summer Program including scheduling of teachers and creating an age-appropriate educational fun activities. * Guide the teachers with their daily responsibilities and provide them with the necessary resources as needed. |
| Program and Outreach | Responsible for communicating with the parents and answering their questions. |
| Building Relationships | * Establish personal relationships with the staff, children, parents, and families of ADAMS. * Create a safe, nurturing, enjoyable and stimulating environment for children while attending the program. * Promote children’s participation within the Program. * Act as a role model for children and staff. * Provide feedback to ADAMS leadership regarding children needs. |

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| **Necessary knowledge and experience** | * Excellent communication and ability to mobilize and coordinate with others. * Familiar with word processing, database management, and website maintenance. * Experience working with children and ability to promote a positive environment with staff and children. * Good in basic Islamic Knowledge. * Ability to relate to students and the cultural context that they are living in. |

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| **Education and certification requirements** | BA required.  Training related to working with children. |

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| WORKING CONDITIONS | |
| **Working Environment** | Normal office environment and work outside of the office. |
| **Work Timings** | Monday – Wednesday 10:00 am -2:00 pm |

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| Application & Resumes Submission | |
| **Submission Requirements** | Interested candidates should submit a cover letter and resume to [HR@adamscenter.org](mailto:HR@adamscenter.org) and [edu@adamscenter.org](mailto:edu@adamscenter.org). |