**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.
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| 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 and edu@adamscenter.org. |