

Job Description

Overview		
Job Title	Principal: ADAMS CEP Gainesville Location	
Department	Education Department	
Reporting Relationships	Reports to: Education Department	Supervises all aspects of the program.
Role Purpose	The principal is responsible for maintaining an oversight of the week-to-week operations of the program, including decision making and financial transactions according to the budget of the program. Responsible for program outreach and communication, allowing the community and parents to know what is offered by the program. Responsible for scheduling of meetings teachers, branch education lead.	
Key Accountabilities		
Operations	<ul style="list-style-type: none">• Oversee the week-to-week operation of the Program including scheduling of teachers, scheduling classes for the students, budgeting, and financial management of the program.• Communicates and supports parents with all their inquiries.• Organize staff meetings and training.• Order books and supplies.• Report to ADAMS Education department by providing monthly, semi-annual and annual reports or any other information as needed.• Attend meetings of program heads or other meetings as requested by Dept of Education.• Provide guidance and support to the teachers• Conduct orientation and training to new teachers and admins.• Evaluate teachers’ performance.• Evaluates the program.• Supervise school events and extra-curricular activities.• Provide monthly, semi-annual and annual reports to the department of Education.	
Program and Outreach	<ul style="list-style-type: none">• Work with ADAMS team to plan and execute spiritual, social and educational programming for children ages 4-12 according to directions set by ADAMS.• Responsible for marketing the program and students’ registration process.• Regularly update web site page• Responsible for ensuring regular communication with parents.	
Building relationships	<ul style="list-style-type: none">• Create a safe, nurturing, enjoyable and stimulating environment for students while attending the programs.• Act as a role model for teachers, staff, parents and students.• Provide feedback to ADAMS leadership regarding the program.	

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 children and youth. • Good team player • Work ethics • 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/on site and remote as needed.
Work hours	4-8 hours/week