



## **Job Description**

Overview		
Job Title	Principal: ADAMS Youth Education Program (YEP) Sterling	
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 and communication with other departments of ADAMS.	
Key Accountabilities		
Operations	<ul style="list-style-type: none"><li>• 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.</li><li>• Communicates with the parents.</li><li>• Organize staff meetings and training.</li><li>• Order books and supplies.</li><li>• Report to ADAMS Education department and attend meetings of program heads or other meetings as requested by Dept of Education.</li><li>• Provide guidance and support to the teachers, especially new ones.</li><li>• Evaluate teachers’ performance.</li><li>• Evaluates the program.</li><li>• Supervise school events and extra-curricular activities.</li></ul>	
Program and Outreach	<ul style="list-style-type: none"><li>• Work with ADAMS team to plan and execute spiritual, social and educational programming for youth grade 7-12 according to directions set by ADAMS.</li><li>• Responsible for marketing the program and students’ registration process.</li><li>• Responsible for ensuring regular communication with parents.</li></ul>	
Building relationships	<ul style="list-style-type: none"><li>• Create a safe, nurturing, enjoyable and stimulating environment for students while attending the programs.</li><li>• Act as a role model for adults/and students.</li><li>• Provide feedback to ADAMS leadership regarding the program.</li></ul>	

<b>Required Skills and experience</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Microsoft office: word/excel, power point ....</li> <li>• Database management</li> <li>• Detailed oriented.</li> <li>• Good Islamic Knowledge</li> <li>• Experience working with youth</li> <li>• Good team player</li> <li>• Ability to relate to the students and the culture they are living in</li> <li>• Willing to work on weekends.</li> </ul>
<b>Education</b>	BA or higher in education management or related field
<b>Work Environment</b>	Office environment/on site and remote as needed.
<b>Work timing</b>	Part time 5-10 hours per week.