



School Director of Operations **NOW HIRING**

**Nationally distinguished and dually accredited (AdvancED and CISNA)
Full-time PK-8 Islamic school in diverse suburban community located in Reston, VA**

We are looking for a dynamic, creative, experienced and strategic thinker to lead and build upon a model learning environment that emphasizes excellence in integrated academics, experiential learning, and community activism in our student body. Depending on the qualifications of the applicants, other related positions may be considered.

The Director of Operations will be focused on the quality and short term and long term management and operations of the school while embodying and manifesting the mission of AFA. A successful candidate will work with the Principal, Board, and staff to oversee establishment and refinement of policies and procedures that sustain the ongoing operations of the school.

Responsibilities

- Collaborate with other administrative leaders to implement school programs, policies, and development opportunities to strengthen the school organization
- Conduct financial planning and analysis for the school, including preparation of budgets, overseeing periodic financial report development, and planning and coordinating fundraising campaigns
- Implement the School Safety Plan, including consistent on-going review and improvement of policies and procedures to confirm compliance with best practices
- Assume responsibility for the health, safety, and welfare of students, employees and visitors
- Supervises upkeep to physical facilities and coordinates repairs and necessary facility improvements
- Oversee fulfillment of licensing requirements for school
- Lead the process for selecting, hiring, and managing administrative staff
- Oversee procedures for major functions of the school such as admissions, enrollment, withdrawal etc. executed by administrative staff
- Management of standardized testing procedures
- Reports to Board of Trustees and provide periodic reports on administrative matters

Required Qualifications

- Bachelor's degree required, Masters or higher strongly preferred in the field of Nonprofit administration or Business administration or Finance
- Minimum 5-7 years of managerial experience overseeing staff
- Experience with basic financial budgeting and management principles
- Grounded in Islamic principles and strong interpersonal communication skills
- US Work Authorization required

Preferred Qualifications

- School Administrator Certification or willingness to pursue certification preferred
- Previous administration experience in a school setting
- Experience working for a nonprofit organization

Competitive salary and benefits (Health, 401K, Disability, child tuition discount) with an opportunity to be part of an established and innovative educational institution.

SUBMIT APPLICATION

www.alfatih.org/about-us/current-openings.cfm

Or email jobs@alfatih.org

AFA is an Equal Opportunity Employer committed to the principle of equal employment opportunity for all and providing employees with a work environment free of discrimination and harassment. All employment decisions at AFA are based on school needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations of the United States. AFA will not tolerate discrimination or harassment based on any of these characteristics. AFA encourages applicants of all ages.

**AFA Core Values: Be Intentional & Mindful | Build Community | Uphold Excellent Character
Create Serenity & Peace | Transform Knowledge into Action | Practice Stewardship & Service**



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