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Educational Programs Administrator Job Description

Al-Hidaya Center is looking to fill the “Educational Programs Administrator” position responsible for administering all educational programs in the Al-Hidaya Learning department. The administrator works closely with the Learning Department Principal and oversees the day-to-day functions of Al-Hidaya Learning at every level: Quran, Hifdh, Islamic Studies, and Junior Youth Programs as well as summer and after school activities. The administrator is a leader who lays out an optimistic vision for the future of Al-Hidaya Learning.

Time Commitment: Full Time at 40 hrs/week. Must be able to work M-F from 3pm to 8pm, weekend mornings while school is in session, and other hours as agreed upon.

Responsibilities

- Facilitating the annual registration and placement of children into the appropriate classes.
- Overseeing the success of events such as staff training, annual teacher appreciation dinner, graduation, and parent-student orientations.
- Obtaining approval from Imams for program and event content.
- Creating annual teacher schedules and keeping staff contracts up to date.
- Tracking the hours worked by Al-Hidaya Learning staff and submitting those hours to the Al-Hidaya Treasurer for payroll.
- Enforcing existing Al-Hidaya Learning and broader Al-Hidaya Center rules and regulations.
- When needed, creating, implementing, and enforcing new rules and regulations with approval from the Learning Principle and the Al-Hidaya Board.
- Coordinating with Imams and Teachers to produce and implement a school discipline code.
- Taking responsibility for student safety whilst they are at Al-Hidaya Center and ensuring that students are picked up promptly by the appropriate person.
- Formulating procedures for efficient school opening and closing.
- Creating an annual school calendar that clarifies important dates and breaks.
- Conducting teacher evaluations in conjunction with Learning Program Representatives & The Learning Principle.
- Creating and maintaining essential school documents.
- Ensuring the proper utilization of the in house school management system called Tasjeel.
- Communicating important announcements and information to parents and Learning staff.
- Being present at and taking notes in school committee meetings.
- Obtaining, taking inventory of, and facilitating the distribution of Learning textbooks.
- Obtaining needed supplies and materials for school function.
- Becoming involved with extracurricular activities that enhance Islamic learning.
- Coordinate with the Finance Officer the collection of fees for Learning programs & events.
- Oversee the maintenance staff on an as-needed basis and assign duties as it relates to educational program activities.
- Coordinate with other lead Al-Hidaya staff to determine the availability of space for Learning Programs.

Expectations:

- Expected to be punctual and to clock in and clock out no more than 15 minutes from the agreed-upon start and end times.
- Expected to report directly to the Learning Principle and the President of the Board of Directors.
- Expected to complete all other tasks as assigned.

Qualifications:

- Candidates with a college degree that is completed are preferred.
 - Candidates with prior experience in administrative or educational work are preferred.
 - Must have excellent typing, computer, and multitasking skills.
 - Must be familiar with G Suite applications such as Youtube, Gmail, Drive, Sheets, and Docs.
 - Must be familiar with Microsoft applications such as Word, Excel, and Powerpoint.
 - Must be familiar with scheduling and video conferencing applications.
 - Must be detail-oriented and able to work on multiple assignments concurrently.
 - Must be able to complete work independently as well as in a team environment.
 - Excellent interpersonal skills are a must.
 - Excellent time management skills and able to proactively work towards deadlines.
 - Must be able to communicate verbal and written English in a professional manner.
 - Must be legally authorized to work in the United States.
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Are you interested in this position? Go to the link below to apply.

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