



Position Title: Principal - Maktab Program

Reports to: Chief Operations Officer

Program Overview:

The Maktab Program at the Muslim Family Center is an educational initiative designed to provide comprehensive Islamic education to 350 students aged 5 to 17. The programs are designed to build a solid foundation in Islamic knowledge and practice, fostering students' spiritual growth and moral development.

Position Summary:

The Principal of the Maktab Program will build on the solid foundation of these well-established and thriving programs, which currently serve a diverse community of students and are recognized for their impactful educational contributions. We are seeking a dynamic and visionary leader to take these programs to the next level. The Principal will play a critical role in driving excellence, managing operations, and ensuring the delivery of high-quality education. As the primary administrative and managerial authority, this individual will oversee all aspects of program coordination, operations, and quality improvement. By building on the programs' existing strengths, the Principal will have the unique opportunity to innovate and broaden their impact.

Key Responsibilities

Program Management:

- Lead and oversee all aspects of the Maktab Program.
- Develop and implement policies, procedures, and guidelines to ensure program effectiveness.
- Collaborate with the MFC Leadership Team to align program activities with the organization's mission and strategic objectives.
- Hire, evaluate, and support teachers to ensure high-quality instruction and professional growth.
- Manage and oversee an efficient registration process, including developing forms, collecting documentation, and placing students.
- Set registration timelines and communicate enrollment updates to parents and guardians.

Budget and Payroll Oversight:

- Maintain accurate financial records, including tracking program income and expenses.
- Oversee teacher compensation, procurement of supplies, and any related program expenditures.
- Develop and manage the program's budget to ensure financial stability.

Onsite Supervision:

- Be present during program hours to monitor daily operations, support teachers, and ensure student safety and well-being.
- Address and resolve any issues that may arise in real time.

Scheduling:



- Create and maintain an organized class schedule that takes into account teacher availability, class sizes, and student needs.
- Adapt the schedule to accommodate unforeseen events or program requirements.

Evaluation and Continuous Improvement:

- Implement student and teacher evaluation processes to measure and enhance program effectiveness.
- Develop assessment tools, analyze results, and provide constructive feedback to support ongoing development.
- Evaluate student performance to ensure advancement in curriculum and achievement of academic goals.
- Plan and execute workshops, events, and supplementary activities in alignment with program goals.

Time Commitment:

The role of the Principal for the Maktab Program at the Muslim Family Center is a comprehensive and demanding role that requires full-time dedication.

Qualifications:

- Bachelor's degree in a relevant field (Education, Administration, etc.).
- Excellent organizational and communication skills.
- Previous experience in educational program management or administration preferred.
- Proficiency in software tools for record-keeping and communication.
- Competence in data management, and analysis to facilitate evidence-based decision-making and program evaluation.

How to Apply:

Submit your resume and a brief cover letter detailing your experience to asma.patel@muslimfamilycenter.org.