

Al-Furqan Academy

Position Title: Asst. Principal, Or Principal

Position Type: Full Time

Number of Positions: 1 (depending on the applicants' interest and qualification/fit)

Salary Range: Competitive

Application Deadline: 2025-03-03

Start Date: 2025-07-01

Location: Jacksonville, FL32224, USA

A) Job Title: Principal

Job Summary:

The Assistant Principal supports the principal in managing the day-to-day operations of the school, ensuring a high-quality Islamic and academic education for students.

The role involves leadership, staff supervision, curriculum oversight, student discipline, and fostering an environment aligned with Islamic values.

Key Responsibilities:

1. Leadership & Administration:

The following describe the principal's roles and responsibilities:

1. Set, communicate, and attain strategic goals in collaboration with Al-Furqan Academy's leadership.
2. Execute the school's mission by leading and developing all aspects of its culture, instruction, programming, and operations in alignment with the mission.
3. Lead processes for the selection, hiring, training, development, evaluation and retention of quality faculty and staff.
4. Ensure high-quality, mission-aligned instruction and productive assessments through consistent observation and feedback of the faculty.
5. Build robust, mission-aligned faculty and student culture through communication, events, policies and procedures, counseling and mentorship, etc.
6. Model passion for the mission and enthusiasm for learning.
7. Cultivate impactful relationships with students.
8. Ensure a consistent, clear, firm, and restorative discipline system.
9. Provide high quality professional development for the faculty.
10. Assist in managing relationships with the school's benefactors and in developing sources of financial support from donors and foundations.
11. Develop the school's budget and manage the school's operations to meet the budget.
12. Evaluate and continually enhance the quality and content of the school's academic program.
13. Serve as the chief spokesperson for the school and build strong relationships with parents, alumni, and the local community.

14. Perform any other similar or related duties as assigned.

Qualifications:

1. Deep commitment to Islamic faith, practice, and morals. Exemplary model of character.
2. Master's degree or higher from an accredited college or university in education, leadership or a related area
3. Substantive formal full or part time education in the traditional Islamic sciences (aqidah, fiqh, Quran, and hadith, etc.)
4. Two or more years of experience in a leadership position of an educational institution.

Preferred Qualifications:

The ideal candidate will possess the following traits:

1. Commitment to the Al-Furqan Academy philosophy of Islamic and academic education.
2. Passion and enthusiasm for the mission of the academy and overall institution and in cultivating students.
3. Natural leadership ability, personal charisma, and management style that is thoughtful, diligent, service oriented, and humble.
4. Proven ability to develop, communicate with, and lead a team to achieve strategic goals.
5. Expertise in identifying, developing, and supporting excellent faculty.
6. A vision for and practical ability to create a mission aligned school culture.
7. Financial and operational skill, to create and implement effective processes and to make wise and timely financial decisions
8. A love of children and ability to engage in their positive mentorship and wise discipline.
9. Quality orientation and attention to details.
10. Excellent organizational skill, discipline, and overall professionalism in appearance and behavior
11. Willingness to learn, adopt a growth mindset, and continuously improve including the ability to adopt classical education methods
12. Intellectual curiosity and commitment to lifelong learning.
13. Excellent verbal and written communication skills

Core Competencies:

1. Leadership and decision-making skills.
2. Compassionate and effective communication.
3. Strong organizational and time-management abilities.
4. A commitment to Islamic values and fostering a positive school environment.

Position Type

Administrative (Full Time)

Start Date

2025-07-01

Application Deadline

2025-03-03

How to Apply

To apply for this position, please email your resume and cover letter to rannaabdul@gmail.com. References must be current supervisor and two former supervisors.

We will respond to you by email or your provided phone number with additional information. The application process for shortlisted candidates will involve a phone pre-screen and onsite interviews.

Contact

Name: Ranna Abdul Jawad

Email: rannaabdul@gmail.com

B) Job Title: Assistant Principal

Reports To: Principal

Job Summary:

The Assistant Principal supports the principal in managing the day-to-day operations of the school, ensuring a high-quality Islamic and academic education for students. The role involves leadership, staff supervision, curriculum oversight, student discipline, and fostering an environment aligned with Islamic values.

Key Responsibilities:

1. Leadership & Administration:

1. Assist in developing and implementing the school's vision, mission, and goals in alignment with Islamic principles.
2. Provide leadership and guidance to teachers and staff to achieve academic excellence and spiritual growth.
3. Support the Principal in the overall management and operations of the school.

2. Curriculum & Instruction:

1. Oversee the implementation of Islamic Studies, Quran, and Arabic curricula, ensuring alignment with academic standards.
2. Collaborate with teachers to integrate Islamic values into all subjects and extracurricular activities.
3. Support teacher professional development and arrange for training sessions to enhance teaching methodologies.

3. Student Discipline & Behavior Management:

1. Manage student behavior in alignment with Islamic teachings, ensuring fairness, consistency, and kindness.
2. Address disciplinary issues, mediate conflicts, and collaborate with parents to support student growth.
3. Foster a positive school culture rooted in respect, responsibility, and Islamic values.

4. Parent & Community Engagement:

1. Build and maintain strong relationships with parents and the broader school community.
2. Organize parent-teacher conferences, workshops, and events that promote Islamic education and engagement.
3. Address parent concerns and provide updates on school policies and student progress.

5. Operational Support:

1. Assist with scheduling, classroom assignments, and school events.
2. Ensure compliance with state, federal, and school policies, including safety and emergency protocols.
3. Oversee the organization of school-wide prayers, assemblies, and Islamic celebrations.

6. Staff Supervision & Evaluation:

1. Support staff recruitment, hiring, and orientation processes.
2. Conduct classroom observations and provide constructive feedback to teachers.
3. Assist the Principal in evaluating teacher performance and facilitating mentorship opportunities.

7. Student Support:

1. Monitor student progress and coordinate academic interventions where necessary.
2. Support student counseling needs in collaboration with the school counselor.
3. Encourage leadership and community service opportunities for students.

Qualifications:

1. Bachelor's or master's degree in education, Educational Leadership, or a related field.
2. Experience in teaching and/or school administration, preferably in an Islamic school setting.
3. Certifications & Licenses: Educational Leadership; Successful completion of the former Administrative Training Program or acceptance into current Assistant Principal Preparation Program.
4. Strong understanding of Islamic teachings and ability to model Islamic values in all interactions.
5. Excellent communication, organizational, and interpersonal skills.
6. Ability to work collaboratively with diverse groups, including staff, students, and parents.
7. Proficiency in Arabic (preferred but not mandatory).
8. Familiarity with educational technology and software.

Working Conditions:

1. A full-time position with some evening or weekend commitments for school events or meetings.
2. Active participation in school prayers, Islamic celebrations, and community activities.

Core Competencies:

5. Leadership and decision-making skills.
6. Compassionate and effective communication.
7. Strong organizational and time-management abilities.
8. A commitment to Islamic values and fostering a positive school environment.

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Contact

Name: Ranna Abdul Jawad

Email: rannaabdul@gmail.com