

Al-Huda Academy, Durham Campus

School Principal Position Description

Al-Huda Academy is a multi-campus Islamic School System established in the Raleigh-Durham Metropolitan Area by The Muslim American Society of Raleigh (MAS Raleigh). Al-Huda Academy in Durham is the first and largest campus of the school system providing pre-K to Grade 8 education to 200 students. Al-Huda Academy in Durham is renowned for its Islamic, Quran, and Arabic studies curriculum that nurtures students' character and self esteem. Al-Huda Academy in Durham is currently embarking on a major expansion project that doubles the school's capacity and significantly improves student experience and learning outcomes.

Al-Huda Academy in Durham is seeking to hire a highly qualified principal to lead Al-Huda towards distinction.

Key roles of the principal include:

1. Instructional

- a. Maintains an Islamically safe, welcoming, and inclusive learning/teaching environment for students and professional staff.
- b. Develops, revises, and evaluates instructional programs and curricula to ensure high academic outcomes.
- c. Supervises teachers and provides guidance for effective teaching and classroom management.
- d. Enhances the educational development of students and professional development of staff
- e. Oversees the development, implementation, and evaluation of extracurricular activities and programs.

2. Administration and Organization

- a. Serves as the chief administrator of the school, leading his/her team to excellence each day.
- b. Creates policy manuals in relation to parents, teachers, and students for the school to be reviewed and approved by the board.
- c. Submits to the board periodical reports and provides the board with all data needed for evaluation and improvement of academic performance.
- d. Makes recommendations to the board for revisions of policies and procedures.
- e. Assists in recruiting, screening, hiring, training, and assigning of the school's professional staff.
- f. Collaborates with the Board to set annual goals for academic improvements for both Staff and Students
- g. Reviews performance of all personnel, submits evaluations and recommendations to the board.
- h. Develops a yearly academic calendar.
- i. Implements and uphold policies, programs, curriculum activities and budgets.
- j. Oversees school purchases including textbooks, educational material and supplies.

- k. Manages student admission, tuition collection, and school's participation in the North Carolina State's Opportunity Scholarship Program.
- l. Overseas preparation of students' academic performance reports.
- m. Ensures student and staff records are kept updated and secured.

3. Students and Parents

- a. Fosters a culture of compassion and respect, and models and exemplifies Islamic values.
- b. Maintains high standards of student conduct and enforces disciplinary actions as necessary, in accordance with school's policies and procedures.
- c. Plans and administers a comprehensive system of student assessment in relation to their academic progress, strengths, and needs.
- d. Maintains regular communication with parents and addresses parents' concerns.

4. Other Campuses of Al-Huda Academy

- a. All campuses of Al-Huda Academy in the Raleigh-Durham Metropolitan area follow a unified academic curricula, calendars, policies and procedures, share and leverage resources, and coordinate staff development activities. As such, the successful candidate is expected to maintain a collaborative relationship with the principals of other campuses of Al-Huda Academy.

5. Community Engagement

- a. Promotes a positive image of the school within the community.
- b. Organizes marketing events targeting community members to increase student enrollment.

Qualification and Application Information

Preferred Qualification, Training and Experience:

- a. Masters Degree in K-12 education or related field with 3 years experience in school administration; or
- b. Bachelor's Degree in K-12 education or related field with 5 years experience in school administration.

Compensation: Al-Huda Academy in Durham offers competitive salaries. Salary is commensurate with credentials and years of experience.

Expected Starting Date: The position is available immediately.

How to Apply: Send your CV along with a personal statement to jobs@alhudaacademy.net. Applicants will be asked to provide three names of references if invited for an interview.

Deadline for Application: Applications will be accepted until the position is filled.