

Position Title: Principal

Position Type: Full-Time

Start Date: July 1, 2026

Application Deadline: February 28, 2026

Overview

Madinah Academy of Madison (MAM) is an independent Islamic school committed to academic excellence, strong character development, and cultivating a confident Islamic identity in our students. We serve a diverse student body representing a wide range of cultural, racial, linguistic, and socio-economic backgrounds.

Madinah Academy of Madison seeks a Principal to serve as the school's instructional and operational leader. The Principal is responsible for advancing academic excellence, nurturing Islamic identity, supporting staff growth, and cultivating a positive, student-centered school culture rooted in Islamic values.

Qualifications

Required Qualifications:

- Master's degree in Educational Leadership, Administration, or a related field from an accredited institution (Doctorate preferred but not required)
- Proven track record of academic leadership, faculty mentorship, and school development
- 3 Years of School Administrative Experience (Preference given for experience in schools that are racially, linguistically, and socioeconomically diverse)
- Demonstrated expertise in mentoring and coaching teachers for continuous professional growth
- Experience implementing school improvement plans, assessing educational effectiveness, and driving academic innovation
- Ability to cultivate a positive school culture by fostering meaningful relationships with students, faculty, parents, and the broader community
- Minimum of 5+ years of teaching experience in an accredited school
- Demonstrated alignment with the school's Mission, Vision, Goals, and Core Values
- Strong budget management and operational leadership skills
- Expertise in policy implementation, school governance, and organizational management

- Data-driven approach to assessing school growth, sustainability, and student outcomes
- Authorization to work in the United States
- Fluency in spoken and written English

Preferred Qualifications:

- Prior experience as a Principal or school leader in an Islamic educational environment
- Background in Islamic and Quranic education
- Strong leadership in marketing, student engagement, and alumni relations
- Exceptional organizational, communication, and public relations skills

Essential Duties and Responsibilities:

Key Responsibilities:

1. Organizational Leadership

- Promotes a unified vision and mission among educators, staff, parents, and students to strengthen MAM's educational framework.
- Works collaboratively with the Board to refine long-term strategic objectives and establish policies that advance MAM's mission.
- Provides essential strategic insights and progress reports to the Board of Trustees.
- Contributes to the development of fiscally responsible budgets and financial plans, ensuring long-term sustainability.
- Demonstrates leadership through example, fostering a culture of academic excellence, integrity, and professional collaboration.

2. Executive Administration

- Oversees daily school operations, encompassing both academic and administrative activities.
- Manages the recruitment, training, assessment, and ongoing professional development of all faculty and support personnel.
- Actively engages in Board meetings by providing data-informed recommendations.
- Implements and optimizes technological systems to improve instructional and administrative efficiency.
- Proactively interacts with instructors, students, parents, and staff to resolve concerns before they escalate.

3. Curriculum Development & Accreditation

- Ensures that MAM retains accreditation with the relevant organizations and complies with all necessary standards.
- Periodically evaluates the efficacy of current curricula and academic programs to guarantee conformity with established best practices.
- Supervises the incorporation of faith-based education within the comprehensive academic curriculum.
- Oversees the innovative development of new academic programs to enhance student success.
- Provides strategic leadership and supervision in the development and execution of innovative academic initiatives.

4. Faculty Development

- Oversees faculty development workshops encompassing subjects such as:
 - Efficient administration of instructional environments
 - Development and execution of the curriculum
 - Evaluation methodologies
 - Customized instructional strategies
- Offers ongoing evaluative feedback and guidance through direct classroom observations.
- Recruits, retains, and cultivates a team of dedicated and proficient educators to uphold the academic excellence of MAM.
- Promotes faculty innovation and continuous professional growth through sustained training initiatives.
- Cultivates an environment of collaboration and analytical problem-solving, prioritizing cooperation and learner-centered pedagogical approaches.
- Creates faculty assessment instruments (e.g., observation rubrics, performance benchmarks) to facilitate professional development.

5. School Culture & Student Development

- Supports faith-based character development by incorporating Islamic principles into daily educational activities.
- Fosters a supportive and inclusive student environment founded on academic excellence, ethical leadership, and individual development.
- Promotes engagement in extracurricular activities, such as athletics, student organizations, and leadership initiatives, to foster student growth.

6. Community & Stakeholder Engagement

- Creates avenues for alumni involvement, motivating graduates to give back to MAM's development.
- Enhances MAM's prominence within the local and national educational sectors by cultivating relationships with key stakeholders.
- Establishes robust collaborations with parents, alumni, and community organizations to expand MAM's reach and influence.
- Utilizes social media, digital platforms, and public relations strategies to strengthen MAM's brand.

7. Data-Driven Decision Making & Continuous Improvement

- Tracks student achievement patterns to facilitate the implementation of targeted interventions and enhancements.
- Gathers and employs educational data to support decision-making processes and promote ongoing development efforts.
- Applies research-supported best practices to promote the school's sustained long-term success.

8. Marketing & Enrollment Growth

- Implements innovative recruitment and retention strategies to enhance enrollment.
- Directs strategic marketing endeavors to establish MAM as a preferred Islamic private school.
- Enhances MAM's visibility via community outreach initiatives, networking activities, and engagement with regional stakeholders.

Physical Demands and Work Environment:

The employee has frequent contact with students and members of the community. While performing the responsibilities of this position, the employee is regularly required to engage in conversations and is required to utilize communication skills, such as speaking and listening. The employee is required to sit, stand, and walk at regular intervals throughout the workday. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Essential functions require a high level of concentration and attention to detail.

The physical demands and work environment characteristics described above and within the job description are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer:

Madinah Academy of Madison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Description Purpose:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

Terms of Employment: Annual Salaried Position

Salary: To be determined annually by the Board of Directors

Evaluation:

Performance of this job will be evaluated annually by the Board in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

Legal Ref.:

Sections 118.24 Wisconsin Statutes 121.02(1)(a), (q) PI3, Wisconsin Administrative Code

Interested candidates should apply on [Indeed](#) or submit the following application materials to our Administrative Assistant:

Application Materials

- References (3)
- Cover Letter
- Resume/CV
- Statement of educational philosophy

Imane Batouta

Email: imane.batouta@mamonline.org

Administrative Assistant



Start Date: 2026-07-01

Application Deadline: 2026-02-15

School Information

Madinah Academy of Madison
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