

Director of Middle & High School (Grades 5–12)

Employer: Granada Islamic School

Location: 3003 Scott Blvd., Santa Clara, California

Classification: Full-Time, Exempt (W-2 Employee)

Organization Type: K–12 Private Non-Profit School

Work Year: Year-round Position

Position Summary

Granada Islamic School seeks a dynamic, mission-driven educational leader to serve as Director of Middle & High School (Grades 5–12). The Director provides strategic, instructional, and operational leadership to foster a safe, inclusive, and academically rigorous learning environment grounded in Islamic values and character development.

The Director oversees academic programs, faculty supervision and development, student support, admissions and enrollment efforts, parent engagement, and the day-to-day operations of the Middle and High School divisions. As a member of the school leadership team, the Director plays a key role in advancing student achievement, strengthening school culture, and supporting the long-term success of the school.

Key Responsibilities

Leadership & Administration

- Provide leadership and vision for grades 5–12 in alignment with the school's mission, values, and strategic goals.
- Oversee the daily operations of the Middle and High School divisions, including scheduling, supervision, student services, and academic programming.
- Foster a positive, inclusive, and student-centered school culture that promotes academic excellence, character development, and Islamic values.
- Serve as a member of the school's leadership team, contributing to strategic planning, accreditation efforts, policy development, and continuous improvement initiatives.
- Ensure compliance with applicable educational regulations, school policies, and accreditation standards.

Instructional Leadership

- Lead the implementation and continuous improvement of a rigorous, standards-based curriculum aligned with California standards and the school's educational philosophy.
- Promote effective instructional practices, differentiated learning, technology integration, and data-informed decision-making.
- Conduct classroom observations and provide coaching, feedback, and support to teachers.
- Monitor student achievement data and oversee academic intervention programs to support student success.

- Collaborate with faculty and department leaders to ensure instructional alignment and continuous improvement.

Faculty Supervision & Development

- Recruit, hire, onboard, supervise, mentor, and evaluate faculty and staff in collaboration with Human Resources and the Head of School.
- Support professional growth through coaching, feedback, professional development, and collaborative planning.
- Foster a culture of accountability, collaboration, innovation, and continuous learning.

Student Success & School Culture

- Promote a safe, supportive, and disciplined learning environment that supports students' academic, social-emotional, and spiritual development.
- Oversee student discipline and behavioral support systems, ensuring fair and consistent implementation of school policies.
- Collaborate with counselors, teachers, and families to support student well-being and success.
- Encourage student leadership, service learning, extracurricular participation, and community engagement.

High School Program Leadership

- Oversee academic planning, graduation requirements, and student progress toward graduation.
- Support college and career readiness initiatives in partnership with counselors and faculty.
- Monitor transcripts, academic eligibility, and student pathways to ensure readiness for post-secondary opportunities.
- Lead long-term planning and implementation efforts to support the high school's growth and expansion, including the development, launch, and sustainability of future secondary school programs and facilities in alignment with the school's strategic vision and community needs.

Admissions, Enrollment & Retention

- Support student enrollment, retention, and re-enrollment efforts through participation in admissions events, family meetings, student assessments, and open houses.
- Partner with school leadership to strengthen student and family engagement and promote long-term retention.

Parent & Community Engagement

- Foster strong partnerships with parents and families through proactive communication and collaboration.
- Lead parent meetings, workshops, and information sessions that support student success.

- Serve as an ambassador for the school and represent the Middle and High School divisions within the broader community.

Qualifications

Required Qualifications

- Master's degree in Education, Educational Leadership, or a related field.
- Minimum of five years of successful teaching experience and at least two years of leadership or supervisory experience.
- Demonstrated experience coaching and developing educators.
- Strong leadership, organizational, communication, and interpersonal skills.
- Commitment to the mission and values of Islamic education.

Preferred Qualifications

- California Administrative Services Credential or eligibility.
- Experience in middle school and/or high school administration.
- Experience in an Islamic school, private school, or faith-based educational environment.
- Knowledge of curriculum development, accreditation processes, and student support systems.

Desired Attributes

- Mission-driven leader with a passion for student growth and educational excellence.
- Collaborative relationship-builder who develops trust with students, families, and staff.
- Strategic thinker with strong problem-solving and decision-making abilities.
- Growth mindset and commitment to continuous improvement.
- Demonstrates professionalism, integrity, and Islamic character in all interactions.

Compensation & Benefits

- **\$90,000-\$115,000** per year, commensurate with experience.
- Comprehensive benefits package including health, dental, and vision insurance.
- Personal Time Off allowance and school holidays.
- Professional development opportunities.
- Tuition discounts for parents/guardians of eligible child(ren) enrolled in GIS.

How to Apply

Please submit your resume, cover letter, and three professional references on the following [FORM](#). Applications will be reviewed on a rolling basis until the position is filled.

Application Process

Applications will be reviewed and interviews conducted on a rolling basis. The position may be filled before the application deadline, and interested candidates are encouraged to apply early.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Granada Islamic School is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age, military or veteran status, or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Granada Islamic School also prohibits discrimination on the basis of these protected classifications.