

### Job Description:

- 1) Coordinate the development of and implementation of the school's mission and vision.
- 2) Demonstrate leadership by taking ownership of school's Hifdh & Islamic Studies program towards achieving school's mission and goals.
- 3) Develop and implement a curriculum that produces high caliber Huffadh, Islamic knowledge and proper Islamic etiquette.
- 4) Ensure that students have memorized the Quran in its entirety with proper Makharij, Tajweed, and long-term retention.
- 5) Lead staff in developing and implementing Islamic studies and Arabic language curriculum.
- 6) Ensure all the students are meeting their daily goals and all teachers are updating the daily goals tracking system regularly.
- 7) Supervise day-to-day Hifdh operations in coordination with Hifdh staff.
- 8) Perform student and teacher evaluation, conduct and facilitate quarterly one-on-one parent/teacher/student meetings to review student performance.
- 9) Ensure all Hifdh teachers are following uniform standards for daily Hifdh goals, grading, and assignments
- 10) Facilitate external evaluations of the Hifdh program and introduce changes as appropriate.
- 11) Coordinate with school director in maintaining discipline during Hifdh time and enforce ANQA disciplinary policies and procedures
- 12) Help organize and participate in school-related community events and encourage student/parent/teacher involvement in all Hifdh-related programs
- 13) Lead the hiring process of qualified teaching staff and utilization of substitute teachers as needed
- 14) Provide input into the student application process by assisting in student/parent interviews and providing feedback about admissions
- 15) Demonstrate thought leadership and creative learning techniques to identify gaps and suggest methods to improve the Hifdh and Islamic Studies curriculum

- 16) Serve as a motivating & encouraging role model for students and teachers
- 17) Inculcate Islamic values, manner and convictions in students
- 18) Adhere to Islamic etiquette at all times (while conducting/leading meetings and when interacting with parents/students/staff) in accordance with Islamic and US-based practices at all times
- 19) Report measurable student Hifdh progress to the ANQA school committee on a quarterly basis, or as needed
- 20) Attend committee meeting as needed and provide Hifdh status reports.