

	An-Noor Qur'an Academy	Job Announcement
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	Subject: An-Noor Qur'an Academy seeks new Principal	

An-Noor Qur'an Academy in Raleigh, NC seeks new Principal

Established in 2009, An-Noor Qur'an Academy is a full time school operated by the Islamic Association of Raleigh (IAR) that specializes in Qur'an memorization and the preparation of future Muslim scholars in the United States. It has developed a unique program, tailored to Qur'an Hifdh as well as the academic needs of students. The academic curriculum meets the North Carolina Standard Course of Study (NCSOS) requirements and the California Achievement Test criteria. The School has grown steadily, and is now approximately 100 hifdh students on two campuses from third to eighth grade.

The School has an immediate need to employ a dynamic, motivated and forward thinking Principal to lead the School. The Principal will be responsible for managing at least three direct reports, each of whom serve critical functions at the School: (a) hifdh (b) academic studies and (c) operations. The Principal will report to the School Committee, which is comprised of an appointed chairman from IAR and volunteer committee members who are parents and founders of the School.

Qualifications:

The Principal **must**:

- Have strong communication, organizational and leadership skills.
- Have strong moral character reflecting Islamic principles and lifestyle.
- Be a self-motivated leader who is passionate about working with students.
- Be experienced in teaching at Islamic Institutions and/or working with youth development, education management, psychology or a related field.
- Have the ability to relate well to elementary and middle school students from different ethnic backgrounds.
- Have completed high school in the United States and is familiar with American educational standards.
- Have obtained an undergraduate degree in the United States.
- Be legally eligible to work in the United States.
- Have training in Islamic Studies/Arabic.
- Be familiar with the mosque environment and working with mosque leadership.

The Principal is **strongly preferred** to:

- Be a hafidh of Qur'an. We are a Hifdh school and our ideal candidate will be a hafidh or near hafidh. However, exceptional candidates with experience in managing a school who are not huffadh will still be considered.
- Have experience in running an Islamic or hifdh school.

The Principal's duties include leadership in all aspects of the School, as supported by the School Committee, the Hifdh Administrator, the Academic Director and the Operations Manager:

A. Strategic Vision

- In coordination with the School Committee, help develop a strategic mission and vision for the School.
- Implement the mission and strategic vision in all aspects of the School.
- Unite the School including staff, students and families under our common vision.
- Implement review processes to identify academic, hifdh and student development weaknesses and implement methods to improve the School.

B. Curriculum

- Serve as primary liaison to School families.
- Along with Academic Director and Hifdh Administrator, conduct teacher evaluations.
- Facilitate fall and spring parent, teacher and student meetings to review student progress.
- Academics:
 - a. Supervise the Academic Director in the development of an enriching secular curriculum
 - b. Identify and implement ways to supplement secular curriculum with activities and programming.
- Hifdh:
 - a. Supervise Hifdh Administrator in implementing the School's established Hifdh curriculum.
 - b. Identify and recommend teaching and learning methodologies to improve memorization quality and retention at the School.
- Supervise after-school program
- Islamic Studies:
 - a. Lead staff in implementing Islamic studies and Quranic Arabic language in the curriculum.

C. Character Development:

- a. Serve as a role model for students and teachers to inspire and inculcate Islamic values, manner and convictions in the School community.
- b. Develop and implement a character development curriculum that produces students with strong Islamic etiquette.

D. Operations

- a. Along with Operations Manager, establish a school budget
- b. Develop and maintain student application criteria and lead the student admission process including student/parent interviews.
- c. Coordinate with Academic Director in maintaining discipline and enforcing School disciplinary policies and procedures.
- d. Develop and revise policies for the operation of the School, such as student handbook, staff handbook and finance policies.

Salary shall be commensurate to experience.

Contact

Please contact Br. Wasim Rahman wasim.rahman@annoorquranacademy.org or Sister Mehrin Farooq mehrin.farooq@annoorquranacademy.org with a brief statement of interest and a professional resume **on or before 15 July 2023**