

Sunday Islamic School Principal / Administrator

Job Description

Position Summary

The Sunday School Principal/Administrator provides overall leadership and management of the NWICC Sunday School by ensuring excellence in Islamic education, effective school operations, teacher development, student success, and parent engagement. The Principal serves as the educational leader of the school and the primary liaison between the Sunday School and the NWICC Board of Directors.

Key Responsibilities

Educational Leadership

- Develop, implement, and continuously improve the Islamic curriculum.
- Establish academic goals and monitor educational quality and student outcomes.
- Recommend new educational initiatives and instructional resources.

School Administration

- Develop and implement school policies, procedures, and operational standards.
- Oversee the day-to-day administration of the Sunday School, including scheduling, enrollment, attendance, and classroom operations.
- Ensure a safe, organized, and positive learning environment.

Teacher Leadership

- Recruit, interview, recommend, onboard, supervise, and evaluate teachers and volunteers.
- Organize regular teacher meetings, professional development, and training.
- Foster a collaborative and supportive teaching environment.

Student Development and Discipline

- Promote student learning, Islamic character, and positive behavior.
- Lead student discipline and resolve behavioral issues in collaboration with teachers and parents.
- Monitor student progress and recommend appropriate interventions.

Parent and Community Engagement

- Maintain regular communication with parents regarding school programs, student progress, and school updates.
- Address parent concerns professionally and encourage family involvement.

- Represent the Sunday School at community events and promote educational programs.

Board Liaison and Strategic Leadership

- Serve as the primary liaison between the Sunday School and the NWICC Board.
- Attend Board and planning meetings and provide regular reports and recommendations.
- Support the development of the school's strategic vision, policies, and annual objectives.

Conflict Resolution

- Address and resolve conflicts involving students, parents, teachers, and volunteers in a fair, respectful, and professional manner.

Physical Presence and Leadership

- Maintain an active presence during Sunday School sessions, teacher meetings, planning meetings, and school events. Every Sunday, 9:30 AM–2:00 PM in-person presence at NWICC during Sunday School.
- Provide visible leadership by supporting teachers, interacting with parents and students, and ensuring smooth school operations.
- Dedicated time every week for School planning, curriculum development, policy/program development, teacher coordination and training, communication, administration, Board liaison responsibilities, and other leadership duties.

Total expected commitment: Approximately 10 hours per week (Subject to mutual agreement)

Desired Qualifications

- Knowledge of Islamic studies and Islamic educational principles.
- Experience in school administration, educational leadership, or teaching.
- Strong leadership, communication, organizational, and interpersonal skills.
- Experience managing staff, volunteers, and educational programs.
- Ability to work collaboratively with the NWICC Board, parents, and the wider community.

Reporting Relationship

The Principal/Administrator reports directly to the NWICC Board of Directors through the designated Board liaison.

Performance Evaluation

Performance will be reviewed annually based on:

- Educational quality and curriculum development
- Teacher leadership and professional development
- Student achievement and school discipline
- Parent satisfaction and community engagement
- Operational effectiveness and policy implementation
- Communication with and recommendations to the NWICC Board

Application Process

Qualified candidates are invited to apply by submitting a complete application package via email to bod@nwiccmn.org with the subject line:

Application – Sunday School Principal/Administrator

Your application package should include:

- A cover letter outlining your interest in the position and relevant qualifications.
- A current Curriculum Vitae (CV) or résumé.
- Copies of relevant educational degree(s), diplomas, or certifications.
- Copies of relevant employment or experience documents.
- Contact information for two professional references, including:
 - Full name
 - Position and organization
 - Email address
 - Telephone number
 - Relationship to the applicant (e.g., supervisor, colleague, mentor)
- Any other supporting documents that demonstrate your qualifications, leadership experience, or contributions to Islamic education.

Only shortlisted candidates will be contacted for interviews. The NWICC Board of Directors reserves the right to verify submitted credentials, conduct reference checks, and request additional information as part of the selection process.