



Islamic Society of Corona Norco

465 Santana Way, Corona, CA 92881

ISCN – The Learning Center

Position Title: Principal for “The Learning Center”

School: TK. KG to 8th. Grade

Position Type: Full Time

Start Date: June 2023

The principal will oversee the operation of the “The Learning Center” (TLC), an Islamic full-time school and fulfill all the legal requirements. The principal will have the opportunity to set strategic direction, lead a team that will set and maintain standards for excellence and guide curriculum development. We are seeking a strong leader that cultivates strong Islamic values and morals while setting an example to students, staff, and larger community. The principal should have strong management personnel, with the organizational skills and work ethic to set a strong foundation and execute tasks in a professional and timely manner. Manage the daily successful operation, coordinate, and budget, of the Islamic based “The Learning Center”, full time school. The core purpose of this role is to build a strong foundation and provide professional, highly effective leadership and management that will achieve outstanding results in all aspects of school life. The head of the school promotes an inspiring vision and clear direction that is shared by all members of the school. Ultimately, the head of the school is responsible for ensuring that the curriculum, teaching, and assessment practices inspire high levels of engagement, achievement, and progress for students.

Responsibilities and Expectations:

School Startup Duties:

- The principal will work closely with the leadership to develop and perfect the school's vision and cultivate a plan for its implementation.
- Recruit highly qualified teachers and staff
- Develop necessary policies and procedures
- Lead the School through licensing and accreditation processes
- Assist in recruiting initial class of students
- Curriculum development

School Ongoing Duties:

- Oversee hiring process and orientation for staff.
- Provide annual performance evaluations for all staff.
- Develop a budget for the school and establish controls to assure that the school adheres to the budget.
- Ensure that the program is cost effective, and funds are managed prudently.
- Develop and implement policies and procedures for everyday operations ensure fire, health, and other inspections are met.
- Coordinate the annual licensing of the school if needed
- Maintain documents and record keeping in accordance with laws and best practices.
- Maintain open, consistent, and effective communication with parents, providing parent education opportunities, assistance, and support as needed.
- Perform other functions that may be assigned by his/her supervisor
- Organize and monitor the required drills of Earthquake, Fire, Safety and Security with proper documentation".

Professional Growth and Development:

- Continue learning and developing skills and knowledge that are relevant to the responsibilities in leading the school. Oversee the training and professional development of all staff
- Use appropriate and effective techniques to encourage community and parent involvement
- Represent the school in a professional, courteous, and positive manner at all times
- Promote a positive, caring climate for learning for staff, students, and parents
- Perform all duties as assigned
- Promote and implement Islamic values in the school

Parent, Student and Community Relationships:

- Be responsible for the safety and well-being of all students through positive recognition and high expectations for behavior and conduct
- Monitor and promote outstanding attendance and punctuality of students and staff
- Record and follow the school policy on any serious student incidents or parent concerns and work collaboratively with the team to resolve issues.
- Build and maintain relationships with school parents and the community by establishing regular and appropriate communications with all members of the school community, both internally and externally.
- Market the school to the local and wider community with the aim of recruiting new students and retaining existing students.
- Engage school parents as active partners in their children's learning in a variety of ways
- Encourage positive and regular participation of school parents at school events
- Consult the parent community about the work of the school on a regular basis and ensure that parents views are received respectfully and help guide the school's development
- Ensure that the school uses a wide range of effective methods, including technology, to communicate with parents considering the home language of parents by promoting two-way communication
- Ensure that parents receive regular reports of their children's progress and attainment that includes next steps for learning
- Focus on identifying and meeting community (staff, parents, students) needs by taking their interests and complaints seriously
- Connect school events to local community events so that students and parents have the opportunity to participate in the broader local events such as Masjid community events, sporting and academic competitions, etc.

Qualifications:

- Bachelor's or master's degree, teaching certification, principal / educational management qualification
- Minimum of five years' experience of Elementary or Middle school principal/administrator .
 - Excellent verbal and written communication skills, educational leader, strategic planning,
 - knowledge of child protection and health and safety, experience in developing and/or sustaining high performance teams, highly effective relationship management with a variety of stakeholder
- Budgeting and Financial Analysis preferred
- Strong Islamic values and knowledge to implement in the school
- Ability to build community through compassion, collaboration, and inspiration