

School Principal Position

The New Haven Islamic Center (NHIC) is looking for a candidate for the position of Education Principal. Our ideal candidate is an excellent manager, communicator, mentor, teacher and counselor. The candidate must show the vision for building and continuously improving the education level at the NHIC such as Dar Al Quran, Saturday School, Youth and Adult classes in a way that guarantees the long-term wellbeing of the program. The candidate must possess strong public relations and networking skills. The principal is responsible for managing and implementing the policies, regulations and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school that is set with the Board of Education of the masjid and presented to the Executive Committee (EC) and Board Of Trustees (BOT). Inherent in the position are the responsibilities for scheduling, curriculum development, and extra-curricular activities as well as personnel management.

Skills & Qualifications

- Full Quran memorization.
- Degree in Education or a related field from an accredited college or a university with relevant teaching certification (PREFERRED).
- Proven Islamic knowledge and/or degree/coursework in Islamic studies highly desired.
- Three (3) years related professional and managerial experience required with prior experience in a related field (PREFERRED).
- Fluency in English is a must and proficiency in Arabic is highly preferred.
- Must be able to work in a team with strong leadership skills.
- Authorization to work in USA (WITHOUT any visa processing of any kind).

Functions and Responsibilities

- The principal is an employee of NHIC and is responsible to run educational affairs as per the guidelines detailed by the NHIC EC and operational guidelines.
- Directly supervises all school faculty, serves as the chief administrator of the school in developing and implementing policies, programs, curriculum activities such as Youth Halaqua, Dar Al Quran, Saturday School, and Adult Arabic and Quran classes.
- Responsible for the overall discipline and the welfare of the NHIC students and hold the school and programs accountable for student achievement and utilizes appropriate school and educational experts for improvement. Identifies curricular and extracurricular needs by analyzing current programs and student achievement. Formulates the school master schedule.
- Ensures that the educational program is compatible with the NHIC bylaws.
- Provides opportunities for staff participation in the programs and supervises / evaluates the school staff's performance.
- Maintains communication with the Executive Committee and Board of trustees.
- Works with the administrative assistant to maintain records on the materials, school supplies and equipment, which are necessary to carry out the school routine.
- Submits monthly reports to the treasurer showing all tuition and contributions paid and this report should indicate any late tuition fees paid.



- Conducts a quarter annual evaluation of the school and all programs faculty.
- Coordinate with the assistant principal all the above mentioned tasks and will be responsible for the performance of the assistant principal (if applicable).
- Lead prayers in case of the absence of the Imam.

Application Process

Please send your resume and inquiries to HR@nhicct.org