



Noor Hifz Academy

3003 Scott Blvd, Santa Clara CA 95050
hifzschool@mcabayarea.org

Job Opening: Hifz School Principal (Part-Time)

MCA Noor Hifz Academy is a full-time and part-time hifz program for children aged 9 years and up. The school currently has more than 60 students and 8 teachers. We take pride in providing much needed, quality hifz education to children in the MCA community.

As the principal, you will be the face of the school, overseeing its day-to-day operations. This entails leading the teachers and staff, setting short-term and long-term goals, ensuring that students meet their hifz objectives, handling disciplinary matters, managing a budget, and coordinating with teaching and administrative staff members.

Preferred Applicant Qualifications & Qualities:

- Represents appropriate Islamic commitment and etiquette in appearance and behavior
- Bachelor-level degree or higher in education, psychology, management, Islamic studies, and/or related field
- Minimum of two years leadership experience (preferably, in an Islamic school setting)
- Knowledge and understanding of Qur'anic Tajweed rules and hifz methodology
- Fluent in English
- Service-oriented, empathetic, and sociable
- Excellent communication, organizational, and inter-personal skills
- Knowledge of computer applications (e.g., MS Word and Excel)

Compensation: Salary based on experience and qualifications

For the complete job description, please visit [Noor Hifz webpage](#)

If interested, please send your resume to hr@mcabayarea.org