



## Noor Hifz Academy

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

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### 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 and is not limited to 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.

#### Qualities needed:

- Strong leadership skills
- Strong organizational skills
- Strong problem-solving skills
- Goal-oriented
- Service-oriented
- Empathetic and sociable
- Forward thinker/able to see the big picture
- Excellent communication skills (oral, written, and group presentation)
- Passionate and readily able to connect with both teachers and students from diverse backgrounds

#### General Responsibilities:

- Facilitating, developing, articulating, and implementing a healthy learning environment that is shared and supported by the Islamic faith
- Supporting teachers in improving their instructional practice through routine (formal and informal) observations and regular feedback
- Collaborating with the overseeing committee and other administrative team members in determining and implementing strategic initiatives
- Leading professional development for all faculty and staff
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
- Facilitating the curriculum development and mapping processes
- Facilitating student and faculty led events
- Ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment
- Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources



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### Personal Qualifications:

- Represents appropriate Islamic commitment and etiquette in appearance and behavior
- Supports Islamic education and character development
- Demonstrates the leadership qualities and personal characteristics necessary for both empowering and working effectively with students, teachers, and parents
- Boosts morale and promotes cultural awareness, sensitivity, tolerance, and preparedness among hifz school staff and students
- Emulates the following professional and Islamic qualities: kindness, respect, patience, wisdom, flexibility, consistency, and compassion

### Preferred Professional Qualifications

- 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
- Strong communication and inter-personal skills
- Knowledge of computer applications (e.g., MS Word and Excel)

**Compensation:** Salary based on experience and qualifications

If interested, please send your resume to [hr@mcabayarea.org](mailto:hr@mcabayarea.org)