

## Job Description for Sirat School Principal

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### About the Institution

The Sirat School is Uthman Academy's newly launched initiative to provide a holistic and classical education from kindergarten through high school. The Sirat School's curriculum blends classical Islamic sciences (Quran, hadith, aqidah, and fiqh) and Arabic with the rigorous study of mathematics, language arts, science, and social studies. Beyond providing rigorous academics, Sirat School focuses on development of the whole person (spiritual, emotional, intellectual, and physical) and cultivation of noble character.

Masjid Uthman (Muslim Community Association of the Western Suburbs), founded in 2005, operates a masjid and academy (Uthman Academy) in Lombard, Illinois. The masjid conducts all five daily prayers, Jumu'ah, tarawih, evening lectures, and community programs. Uthman Academy operates a variety of educational programs for children and adults (e.g. full Quran memorization, an evening adult academy, after school children's Islamic studies, etc.) Annual enrollment exceeds 600.

Masjid Uthman operates from two locations in the western Chicago suburb of Lombard, Illinois. One location is a 43,000 SF, 3 story building, and the other is a beautiful, purpose built, 21,000 SF masjid on a 4.6 acre site on Roosevelt Rd, near Tollway I-355.

Masjid Uthman is a 501(c)(3) registered non-profit. For more information on Masjid Uthman, please see our website at [masjiduthman.org](http://masjiduthman.org). For more information on Sirat School, please see [sirat.org](http://sirat.org).

### Position Overview

As executive leader of the Sirat School, the Principal works collaboratively in planning for the long-term flourishing of the school and is entrusted with the authority and responsibility to implement its mission. The Principal's ultimate responsibility is to ensure excellence in the holistic development of students. This is a profoundly rewarding and challenging role. It requires strategic planning, creation of operational processes, efficient implementation, relationship building, effective mentoring, and adherence to Islamic tradition.

The Principal position may start as early as February and as late as May. **If you meet the qualifications listed below and are interested in applying, please see the How to Apply section below.** You may email questions to [HR@masjiduthman.org](mailto:HR@masjiduthman.org).

### Roles and Responsibilities

The following describe the Principal's roles and responsibilities:

1. Set, communicate, and attain strategic goals in collaboration with Uthman Academy's leadership.
2. Execute the school's mission by leading and developing all aspects of its culture, instruction, programming, and operations in alignment with the mission.
3. Lead processes for the selection, hiring, training, development, evaluation and retention of quality faculty and staff.

4. Ensure high-quality, mission-aligned instruction and productive assessments through consistent observation and feedback of the faculty.
5. Build robust, mission-aligned faculty and student culture through communication, events, policies and procedures, counseling and mentorship, etc.
6. Model passion for the mission and enthusiasm for learning.
7. Cultivate impactful relationships with students.
8. Ensure a consistent, clear, firm, and restorative discipline system.
9. Provide high quality professional development for the faculty.
10. Assist in managing relationships with the school's benefactors and in developing sources of financial support from donors and foundations.
11. Develop the school's budget and manage the school's operations to meet the budget.
12. Evaluate and continually enhance the quality and content of the school's academic program.
13. Serve as the chief spokesperson for the school and build strong relationships with parents, alumni, and the local community.
14. Perform any other similar or related duties as assigned.

### **Qualifications and Traits**

The following are the objective qualifications for this position:

1. Deep commitment to Islamic faith, practice, and morals. Exemplary model of character.
2. Master Degree or higher from an accredited college or university in education, leadership and organizational behavior, business, or an area of public policy. If the candidate has an 'alimiyyah degree from a traditional institution of Islamic learning, then a Bachelor and not a Master degree from an accredited college or university will be required.
3. An 'alimiyyah, or otherwise substantive formal full or part time education in the traditional Islamic sciences (aqidah, fiqh, Quran, and hadith) with 'ulema and an appreciation of the Islamic intellectual tradition.
4. Ability to read the Quran with tajwid.
5. Two or more years of experience in a leadership position of an educational institution.

The ideal candidate will possess the following traits:

1. Commitment to the Sirat School philosophy of Islamic and classical education.
2. Passion and enthusiasm for the mission of the academy and overall institution and in cultivating students.
3. Natural leadership ability, personal charisma, and management style that is thoughtful, diligent, service oriented, and humble.
4. Proven ability to develop, communicate with, and lead a team to achieve strategic goals.
5. Expertise in identifying, developing, and supporting excellent faculty.
6. A vision for and practical ability to create a mission aligned school culture.
7. Financial and operational skill, to create and implement effective processes and to make wise and timely financial decisions
8. A love of children and ability to engage in their positive mentorship and wise discipline.
9. Quality orientation and attention to detail
10. Excellent organizational skill, discipline, and overall professionalism in appearance and behavior

11. Willingness to learn, adopt a growth mindset, and continuously improve including the ability to adopt classical education methods
12. Intellectual curiosity and commitment to lifelong learning.
13. Excellent verbal and written communication skills
14. Demonstrated learning ability and intelligence.

### **Compensation and Benefits**

The Principal is a full time W2 employee position compensated twice monthly. Additional benefits, such as paid time off and child discounts on tuition, will also be provided.

### **Standards and Procedures**

As with all personnel, candidate will be expected to adhere to general policies, standards, and procedures adopted and amended from time to time, including but not necessarily limited to the terms of this offer, the Masjid Uthman Work Agreement, and generally accepted standards for professional work.

### **How to Apply**

To apply for this position, please email your resume and cover letter to [HR@masjiduthman.org](mailto:HR@masjiduthman.org). We will respond to you by email or your provided phone number with additional information. The application process for shortlisted candidates will involve a phone pre-screen and onsite interviews.