



Hiring: Full-Time Principal

Hidaya Academy, located in Urbana, IL, believes in educating the "whole child," addressing spiritual, social-emotional, academic, and physical needs for holistic development. We aim to be a professional, sustainable Islamic school, incorporating research-driven teachings to shape students' identities and perspectives on Islam in the modern world.

We are currently seeking a full-time school principal to lead our educational initiative. Since opening in August 2023, Hidaya Academy provides a unique opportunity for career growth in an environment that values enhancing students' skills, fostering Muslim character, and instilling confidence-based principles for community service and success.

Job Summary:

The principal will efficiently administer the school, maximizing educational benefits for students. Responsibilities include day-to-day operations, supervision of teachers, volunteers, and staff, serving as an educator, administrator, leader, community liaison, and manager. As Senior Administrator, you will oversee an administrative assistant and serve ex officio on the school Board.

If you resonate with our values, we invite you to join our team!

We'd love to talk with you if you possess:

- 2+ years of experience as a school administrator, such as a school director, program director, principal, or vice principal OR are a long standing qualified teacher with leadership experience
- Exceptional written and verbal communication skills
- An aptitude for creating a warm and inclusive team culture

Preferred Qualifications:

1. A master's degree or higher, with a major in educational administration or a relevant degree.
2. A valid Illinois license in the field of school administration.
3. At least three (3) years successful experience as a classroom teacher at the appropriate level.
4. Such alternatives to the above qualifications as the Board may require.

Reports to:

Board of Directors

Supervises:

All persons serving in assigned school including teachers and staff.

Employment Requirements and Benefits:



- Must be eligible to work in the United States
- 50% tuition discount for your children.
- Salary is dependent on experience.
- 12 month employee with Paid Time Off
- A competitive salary commensurate with experience \$40-55K
- Ongoing professional development
- A network of supportive peers and mentors who regularly share best practices
- Hours: 7:30 am to 4:00 pm (School hours are 8 am -3:30 pm)

Ability to commute/relocate:

- Urbana, IL 61802: Reliably commute or planning to relocate before starting work (Required)

Responsibilities:

- Develop and implement a strategic plan for the campus.
- Cultivate a strong culture aligned with the organization's mission and vision.
- Foster a cohesive community among staff, parents, and children.
- Ensure excellence in primary and elementary programs.
- Provide administrative oversight of the budget for fiscal responsibility.
- Collaborate with the administrative team to meet enrollment targets.
- Recruit, support, develop, and manage teaching and administrative staff.
- Communicate goals and actions to all teachers, evaluating the process.
- Lead evaluations related to space, budget, curriculum, supplies, and student registration.
- Set a positive example by embodying Islamic etiquettes, manners, and appropriate behavior.
- Thrive in a fast-paced environment.
- Physical mobility.

Knowledge, Skills, and Abilities:

- In-depth understanding of principles and practices of modern education.
- Application of educational principles to meet school needs.
- Comprehensive knowledge of current curriculum and instructional practices.
- Effective planning, supervision, and evaluation of others.
- Development of strong working relationships with students, staff, and the school community.
- Clear and concise communication skills, both orally and in writing.
- Familiarity with various evaluation tools.
- Adherence to state and local policies and procedures.
- Skills in recruitment, selection, induction, and personnel assignment.
- Maintenance of effective discipline.
- Conducting and leading faculty meetings.
- Management of fiscal resources.
- Good knowledge of Islamic teachings. Must respect all schools of thought and refrain from promoting extreme views.
- Ability to work effectively with staff and students from diverse cultural and sectarian backgrounds, demonstrating sensitivity to these differences.
- Strong written, oral, and presentation skills, serving as an effective ambassador for the school.



- Strong morals and ethics rooted in Islamic values, with a reputation for good character in the community.
- Experience in leadership, work, or volunteering at Islamic schools in North America.
- Outstanding interpersonal, supervisory, and organizational skills.
- Expertise in the use of technology.
- Demonstrated leadership ability and problem-solving skills.