

# ISLAMIC CENTER OF AMERICA

## *Madrasatu Ahlis Sunnah*

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

[www.thesunnah.org/school](http://www.thesunnah.org/school)



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## **Assistant to the Principal – Job Description**

### **Position Summary**

The Assistant to the Principal provides essential administrative, clerical, and operational support to the Principal and Vice Principal. This position helps ensure that the school office runs efficiently, communication flows smoothly, and events and programs are well-coordinated.

### **Key Responsibilities**

- Manage the Principal's schedule, correspondence, and meeting arrangements.
- Prepare reports, presentations, and school communications.
- Assist in the coordination of student records, attendance, admissions, and billing.
- Serve as a liaison between administration, teachers, parents, and community members.
- Organize and support school events, assemblies, and special programs.
- Maintain confidential files and sensitive information securely.
- Help coordinate safety drills, transportation, and facility needs.
- Assist in scheduling and overseeing professional development activities.

### **Qualifications & Requirements**

- Associate degree in office administration or equivalent experience (bachelor's preferred).
- Proficiency in Microsoft Office, Google Workspace, and school management software.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and demonstrate professionalism.

- Familiarity with Islamic school culture preferred.

**Work Schedule**

Full-time position.

Monday – Friday, 8:00 a.m. – 5:30 p.m.

**Location**

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**Compensation**

Salary and benefits will be discussed during the interview process.