

ISLAMIC CENTER OF AMERICA

Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

www.thesunnah.org/school



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Vice Principal – Job Description

Position Summary

The Vice Principal supports the Principal in daily school operations, ensuring alignment with NJ Program for Parents requirements and Islamic values. This role includes assisting with discipline, curriculum coordination, staff supervision, and regulatory compliance.

Key Responsibilities

- Assist in managing school programs, supervising staff, and enforcing policies in line with NJ state standards.
- Oversee student discipline and attendance consistent with Islamic teachings and NJ regulations.
- Support curriculum implementation and assist with scheduling.
- Coordinate teacher evaluations and professional development activities.
- Liaise with parents on academic and behavioral matters.
- Maintain accurate records and prepare reports as required by NJDOE and licensing authorities.
- Assist in coordinating school safety, facility maintenance, and transportation logistics.
- Serve as acting Principal in the Principal's absence.

Qualifications & Requirements

- Bachelor's degree in Education or related field (Master's preferred).
- Minimum 3 years teaching experience; leadership experience preferred.
- Familiarity with NJ Program for Parents, state licensing standards, and Islamic educational principles.
- Completion of NJ-mandated CPR/First Aid and child protection training preferred.

- Excellent communication, organizational, and interpersonal skills.

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.