November 5, 2026

Salam Academy Principal Job Description

Qualifications:

1. A master's degree or equivalent or higher in any subject, preferably in educational leadership and administration.
2. A teaching license is required or can obtain an NM teaching license in the first year of service.
3. A school administrator license is preferred.
4. Minimum of three (3) years of experience as a classroom teacher for K to 12th grade is required.
5. A Ph.D. in a relevant field may count to three years in teaching experience.
6. Must be able to pass background check

Reports to:

President of the Salam Academy Board of Directors

Supervises:

All teachers and staff at the Salam Academy

Ideal Candidate

An ideal candidate has MS or higher in Education and educational leadership or administration. Has experience working in an Islamic school. Deep knowledge in Islamic faith and history. Proven institutional management skills. Passion to create global citizens and leaders in the community.

Required knowledge, skills and abilities:

1. Comprehensive knowledge of principles and practices of modern education and ability to apply them to the needs of the school.
2. Comprehensive knowledge of current curriculum and instructional practices and trends.
3. Ability to plan and organize effectively.
4. Ability to plan and supervise the work of others.
5. Ability to develop effective working relationships with students, staff and the school community.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Knowledge of various evaluation tools.
8. Knowledge of state and local policies and procedures.
9. Skills in recruitment, selection, induction and assignment of personnel.
10. Skills in maintaining effective discipline.
11. Ability to plan and conduct faculty meetings.
12. Ability to evaluate staff effectively.
13. Ability to manage fiscal resources.

14. Physical mobility, dexterity, strength and visual acuity to meet student needs, deal with student problems and assist with building maintenance problems and school ground monitoring activities.

Job Goal:

To effectively and efficiently lead the school to maximize the educational benefits and manage the daily school functions to ensure the smooth operation of the school.

Performance Responsibilities:

I. Instructional Program

- Maintain school accreditation at all times and at highest standard
- Conduct teacher observations.
- Develop master schedule for the school.
- Organize, direct and supervise the instructional planning and the school improvement process as it relates to the curriculum.
- Analyze the achievement reports and use it to improve the instructional program.
- Recommend improvements and changes in the Instructional Programs, textbooks, instructional supplies and materials to the Executive Committee.
- Assign students to grades and classrooms.
- Oversee the annual ordering of textbooks and workbooks for the new school year.
- Adjust daily period schedules and bell times as needed and inform parents, students and teachers.
- Evaluate teachers regularly during the school year and maintain an open-door policy.
- Work with the teachers and administrators to establish uniform policies within grades, departments and divisions.
- Organize teacher development programs.
- Develop and supervise appropriate after school and summer programs, and extra curricular activities.

II. Administration and Organization

- Prepare a quarterly report for the Board on the progress of all educational programs, with emphasis on newly introduced programs.
- Supervise the keeping of records required by the Board and the State.
- Cooperate and assist in the building and equipment needs of the school.
- Make employee assignments and delegate responsibilities to them.
- Attend all meetings and conferences as called by the Board.
- Maintain security and confidentiality of records, tests, and other items relating to students and staff.
- Follow universal safety precautions in accordance with OSHA standards.
- Make recommendations to the board for revisions to handbooks and policies.
- Update handbooks and policies based on Board approval.
- Update parents and students regarding changes in handbooks and policies.

- Understand and implement the Board policies and the state mandates.
- Organize and post the school calendar for the year.
- Coordinate and supervise such support services as maintenance, security, food services, recreational activities, financial accounting, library activities and the likes.
- Organize all school events such as the Open House, Registration, Graduation, Parent Teachers Conferences, etc.
- Evaluate the condition of the building structure and recommend improvement projects.

III. Personnel

- Participate in the screening and selection of new personnel.
- Conduct regular faculty and staff meetings.
- Identify areas of professional development for staff and implement programs based on need.
- Conduct, participate and review performance evaluation of all personnel and submit evaluations and recommendations to the Board.
- Develop and update job descriptions for all school personnel.
- Organize all School Committees.
- Periodically assess the progress of all School Committees.

IV. Student Services and Activities

- Address discipline concerns.
- Approved proposals for field trips, sports activities, student clubs and other approved activities.
- Chair the academic probation committee to discuss student academic and behavior concerns and possible retention or conditional promotion.
- Chair the student admission committee.

V. Community

- Address parent concerns.
- Enhance positive news, social media and community relations.
- Represent the school to local community groups.
- Coordinate the volunteer program among parents and teachers as needed.

VI. Leadership

- Supervise and lead the organization of all major school events and assemblies.
- Create and maintain an Islamic atmosphere conducive to learning and teaching.
- Inspire spiritually and motivate staff through regular meetings and staff development programs.
- Provide resources and training for safety and security at the school.
- Maintain communication with parents and students.
- Maintain order and a presence in the hallways, morning assembly, prayer, and all

school activities during school hours.

- Arrange weekly meeting with the administrative team to discuss school issues.
- Distribute minutes of administrative meetings.
- Arrange for the collection and distribution of the minutes, for all staff meetings.