

Principal - Job Description

Overview

Arizona Cultural Academy (ACA) is seeking a dynamic and experienced leader to serve as the Principal. This is a pivotal hire as we expand our institution to shape the next generation of modern private Islamic schools. The Principal is responsible for overseeing the day-to-day operations of the school while implementing and advancing ACA's vision and mission.

The Principal recruits, develops, and leads a highly qualified faculty and staff, fostering a collaborative and student-centered environment. Working closely with teachers, staff, parents, and students, the Principal ensures alignment with ACA's strategic mission. Additionally, this role plays a key part in strengthening ACA's academic offerings, fostering student growth, and enhancing the school's reputation. Administratively, the Principal oversees the development of ACA's educational programs, drives strategic enrollment growth and retention, and provides informed recommendations to the Board of Trustees.

Job Details

- Position Type: Full-time, Administrative
- Salary Range: \$100,000 - \$125,000 + Bonus Commission
- Start Date: Immediate Opening

Benefits

- Competitive salary, commensurate with experience
- Annual performance-based bonus
- Paid Time Off (PTO) and holidays
- Tuition discounts for children attending ACA
- Comprehensive health insurance

Desired Qualifications

- Master's degree in Educational Leadership, Administration, or a related field from an accredited institution (Doctorate preferred but not required)
- Proven track record of academic leadership, faculty mentorship, and school development
- Demonstrated expertise in mentoring and coaching teachers for continuous professional growth
- Experience implementing school improvement plans, assessing educational effectiveness, and driving academic innovation
- Ability to cultivate a positive school culture by fostering meaningful relationships with students, faculty, parents, and the broader community

- Minimum of 5+ years of teaching experience in an accredited school
- Strong budget management and operational leadership skills
- Expertise in policy implementation, school governance, and organizational management
- Data-driven approach to assessing school growth, sustainability, and student outcomes

Preferred Qualifications

- Prior experience as a Principal or school leader in an Islamic educational environment
- Background in Islamic and Quranic education (intermediate level preferred)
- Strong leadership in marketing, student engagement, and alumni relations
- Exceptional organizational, communication, and public relations skills

Key Responsibilities

1. Organizational Leadership

- Fosters a shared vision and mission among teachers, staff, parents, and students to enhance ACA's educational model.
- Provides key strategic insights and status updates to the Board of Trustees.
- Collaborates with the Board to refine long-term strategic goals and implement policies that support ACA's mission.
- Leads by example, creating a culture of academic excellence, integrity, and professional collaboration.
- Provides input for the creation of fiscally responsible budgets and financial plans, ensuring long-term sustainability.

2. Executive Administration

- Oversees the hiring, training, evaluation, and professional development of all faculty and support staff.
- Manages daily school operations, including academic and administrative functions.
- Proactively engages with teachers, students, parents, and staff to address concerns before they escalate.
- Implements and enhances technology systems (e.g., RenWeb) for instructional and administrative efficiency.
- Actively participates in Board meetings, offering data-driven recommendations.

3. Curriculum Development & Accreditation

- Regularly assesses the effectiveness of existing curricula and academic programs to ensure alignment with best practices.
- Provides leadership and oversight in developing and implementing innovative academic initiatives.

- Ensures ACA maintains accreditation with appropriate organizations and meets all required standards.
- Oversees the integration of faith-based education into the broader academic curriculum.
- Leads the creative development of new academic offerings to support student success.

4. Faculty Development

- Recruits, retains, and nurtures a team of passionate and skilled educators to uphold ACA's academic standards.
- Designs and leads faculty training sessions covering topics such as:
 - Effective classroom management
 - Curriculum design and implementation
 - Assessment strategies
 - Differentiated instruction
- Provides continuous feedback and mentorship through direct classroom observations.
- Develops faculty evaluation tools (e.g., observation rubrics, performance benchmarks) to support growth.
- Fosters a collaborative, problem-solving culture, emphasizing teamwork and student-centered learning.
- Encourages faculty innovation and professional development through ongoing training programs.

5. School Culture & Student Development

- Cultivates a nurturing and inclusive student culture grounded in academic excellence, ethical leadership, and personal growth.
- Encourages extracurricular participation, including athletics, student clubs, and leadership programs to enhance student development.
- Supports faith-based character development, integrating Islamic values into daily learning experiences.

6. Community & Stakeholder Engagement

- Builds strong partnerships with parents, alumni, and community organizations to enhance ACA's reach and impact.
- Strengthens ACA's presence within the local and national educational landscape by fostering relationships with key stakeholders.
- Leverages social media, digital platforms, and public relations strategies to enhance ACA's brand.
- Establishes channels for alumni engagement, encouraging graduates to contribute back to ACA's growth.

7. Data-Driven Decision Making & Continuous Improvement

- Collects and utilizes school data to inform decision-making and drive continuous improvement initiatives.
- Monitors student achievement trends to implement necessary interventions and improvements.
- Implements research-based best practices to enhance the school's long-term success.

8. Marketing & Enrollment Growth

- Leads strategic marketing initiatives to position ACA as a premier Islamic private school.
- Develops innovative recruitment and retention strategies to increase enrollment.
- Expands ACA's presence through community outreach, networking, and engagement with local stakeholders.

How to Apply

Interested candidates should submit their resume and cover letter outlining their qualifications and leadership vision for ACA.