



**Position Title:** Principal, 'Aisha Academy Canada

**Department:** National Department of Ta'lim

**Immediate Supervisor:** 'Aisha Academy Board (AAB)

## **POSITION OVERVIEW**

'Aisha Academy provides Islamic and academic education by qualified professional Ahmadi teachers to women and girls. 'Aisha Academy Canada, is seeking an exceptional and dedicated individual to join our team as the Principal. The Principal will be responsible for providing visionary leadership and effective management of the Academy, ensuring its continued growth and success. This position requires a dynamic educational leader with a passion for promoting Islamic values and fostering an inclusive and supportive learning environment for both students and staff.

As the Principal, you will collaborate closely with Aisha Academy Board (AAB), Vice Principal, faculty, and staff to implement the Academy's educational strategies and uphold its academic standards. You will be the primary liaison between the Academy and the AAB, providing regular updates and seeking necessary approvals for major decisions.

## **RESPONSIBILITIES**

### **Strategic Direction and Leadership**

- Develop and articulate a clear and compelling strategic vision for the Academy, aligning it with the broader goals set by the 'Aisha Academy Board (AAB)
- Provide visionary leadership to inspire and motivate staff, students, and stakeholders in achieving the Academy's mission and objectives.
- Monitor and evaluate progress toward strategic goals, making adjustments as needed to ensure continued growth and success.

### **Implementation of Policies and Procedures**

- Oversee the development, implementation, and enforcement of all policies and procedures related to academics, student welfare, faculty conduct, and administrative practices.
- Ensure that policies are consistently applied and in compliance with local laws and regulations.
- Communicate policies and procedures effectively to all stakeholders and provide training as necessary to ensure understanding and adherence.

### **Recruitment, Hiring, and Professional Development of Staff**

- Develop and execute recruitment strategies to attract and retain high-quality teaching and administrative staff.
- Conduct rigorous selection processes to hire qualified and passionate educators and support staff who align with the Academy's values.
- Support and facilitate professional development opportunities for staff, fostering a culture of continuous learning and improvement.
- Provide mentoring and coaching to new and existing staff to enhance their skills and capabilities.

### **Establishing a Positive and Inclusive Environment**

- Create a nurturing and inclusive environment.
- Foster a positive school culture that promotes respect, empathy, and strong interpersonal

relationships.

- Implement anti-bullying and conflict resolution programs to ensure a safe and supportive learning environment for all.

### **Budgets**

- Collaborate with relevant stakeholders to set budget priorities and forecasting that align with the strategic goals and needs of the institution.
- Develop and manage the Academy's budget, ensuring financial sustainability and responsible resource allocation.
- Monitor financial performance regularly and identify areas for cost optimization and resource reallocation.

### **Improving Quality of Education**

- Collaborate with the staff to improve and enhance the quality of educational programs and curricula.
- Implement best practices and research-based instructional strategies to enhance teaching and learning effectiveness.
- Regularly review and update the curriculum to reflect current educational standards.

### **Assessment and Evaluation Practices**

- Establish and oversee a standardized comprehensive assessment and evaluation framework to measure student progress and learning outcomes.
- Analyze assessment data to identify areas of improvement and implement targeted interventions to address learning gaps.
- Implement formative and summative evaluations for teachers to ensure instructional effectiveness.

### **Innovation, Creativity, and Integration of Technology**

- Encourage a culture of innovation and creativity among staff and students, promoting new ideas and approaches to teaching and learning.
- Identify opportunities to integrate technology into the curriculum to enhance learning experiences and engage students.
- Stay abreast of technological advancements in education and incorporate relevant tools and platforms into the Academy's practices.

### **Community Engagement and Representing the Institution**

- Develop and maintain positive relationships with parents, guardians, and the broader community, including Lajna auxiliary, to foster a strong sense of partnership and support for the Academy's mission.
- Organize and participate in community outreach programs, events, and activities to promote the Academy's educational offerings and achievements.
- Act as the primary spokesperson for the Academy in interactions with the media, community organizations, and external stakeholders.
- Represent the Academy at local, regional, and national education-related events, conferences, and workshops.
- Attend parent-teacher meetings, open houses, and other related gatherings to interact with parents and demonstrate commitment to student success.
- Seek opportunities for collaborative initiatives with other educational institutions and community partners to enrich the learning experience for students.

### **Compliance**

- Ensure the Academy complies with all relevant educational regulations, laws, and standards set forth by the relevant governing bodies.

- Monitor changes in education policies and regulations and communicate updates to staff, ensuring their understanding and adherence.
- Collaborate with appropriate authorities to undergo required inspections and audits, ensuring all documentation and processes are in order.
- Keep records of compliance-related activities and reports, maintaining accurate and up-to-date documentation.
- Oversee the implementation of health and safety protocols to ensure the well-being of students, staff, and visitors in accordance with applicable laws and guidelines.
- Address and resolve any compliance issues or concerns promptly and implement corrective measures as needed.

### **Record Maintenance**

- Ensure accurate and up-to-date records are maintained for all students, including enrollment details, attendance, academic progress, and disciplinary actions.
- Oversee the maintenance and organization of student transcripts, report cards, and other academic documents.
- Implement secure data management systems to protect sensitive student information and maintain confidentiality.
- Collaborate with administrative staff to track and manage inventory, including textbooks, learning materials, and classroom resources.
- Ensure compliance with regulatory requirements for record retention and reporting.

### **Performance Management**

- Develop and implement a comprehensive performance management system for the staff.
- Conduct regular evaluations and performance reviews for teachers and support staff, providing constructive feedback and setting clear performance goals.
- Identify professional development opportunities for staff to enhance their skills and support their career growth.
- Establish recognition and reward programs to acknowledge outstanding performance and contributions from staff members.
- Address performance issues proactively and provide appropriate support and coaching to help staff improve their performance.

### **Academic Plans**

- Work with the Vice Principal and teaching staff to develop long-term academic plans aligned with the Academy's vision and curriculum objectives.
- Ensure academic plans are reviewed and updated periodically to adapt to changing educational needs and trends.
- Collaborate with faculty to align academic plans with student learning goals and outcomes.
- Monitor the progress of academic plans and assess their effectiveness in meeting educational objectives.

### **Curriculum Development**

- Lead curriculum development initiatives, ensuring alignment with the Academy's educational philosophy and standards.
- Collaborate with subject matter experts and teaching staff to design engaging and challenging curriculum materials.
- Review and approve curriculum changes, additions, and updates, considering educational best practices and pedagogical approaches.
- Ensure curriculum compliance with local education regulations and requirements while also incorporating a comprehensive knowledge of Islam Ahmadiyyat and fostering a deep understanding of our Islamic values in the students.

## Class Instructional Time

- Develop and implement a well-structured class schedule that maximizes instructional time and promotes effective learning experiences.
- Monitor and optimize class instructional time to ensure the curriculum is adequately covered.
- Work with teachers to address time management challenges and implement strategies to enhance classroom efficiency.
- Conduct periodic assessments of instructional time allocation and make adjustments as needed to optimize learning opportunities for students.

## QUALIFICATIONS

- A Master's degree from a recognized and accredited education institution and/or a combination of relevant education and experience would be considered an asset.
- Completion of Principal's Qualification Program (PQP) would be considered an asset.
- Strong background in Education with a minimum of 5 years of relevant experience. This may include, but is not limited to, roles such as Vice Principal, Department Head, or other comparable positions.
- Demonstrated understanding of the Nizam-e-Jama'at (organizational structure) and knowledge of Islam Ahmadiyyat. Candidates should be in good standing within the Jama'at and in commitment to our religious principles.
- Proficient computer literacy skills, including experience with educational software, Learning Management Systems, and data analysis tools.
- Demonstrated commitment to ongoing professional development to stay up-to-date with educational best practices and trends.
- Demonstrated expertise in curriculum development and instructional leadership.
- Knowledge of local education regulations and compliance requirements.
- Demonstrated proficiency in the English language, with exceptional written, verbal, and interpersonal communication skills, enabling effective interaction with students, parents, and staff members.
- Excellent organizational skills.
- Knowledge of educational administration and management principles, educational policies, curriculum frameworks, and assessment practices.
- Familiarity with HR policies and procedures related to hiring, onboarding, and performance management.
- Valid teaching certification and/or demonstrated understanding of the Canadian Education System.

## Growth Mindset

The Principal of 'Aisha Academy Canada should **promote and demonstrate** a growth mindset, which includes:

- Embracing challenges as opportunities for personal and professional growth.
- Being open to feedback and actively seeking continuous improvement.
- Fostering a culture of innovation and creativity among staff and students.
- Encouraging resilience, adaptability, and a positive attitude in the face of obstacles.
- Promoting a learning community that values collaboration, critical thinking, and problem-solving.

When applying for the position, please include the following:

- [Employment Application Form](#) (Click '[here](#)' to get the Form)
- Resume and cover letter
- Copy of Ontario College of Teachers' Certificate of Qualification and Registration or equivalent

- Proof of completion of PQP, if available.
- Copy of most recent Teacher Performance Appraisal, if available.
- Names and contact information of at least two recent professional references and one personal reference.

Interested Candidates can apply with confidence and a Spirit of Waqf by sending their resume to [apply@aishaacademy.ca](mailto:apply@aishaacademy.ca).

**Job Type:** Full-time

**Schedule:** Monday to Friday

**Work Location:** In-person/Hybrid

**Ability to commute/relocate:** Peace Village, Maple, ON: reliably commute or plan to relocate before starting work (required)

**Start Date:** This position is set to start in **January 2024**.

**Deadline for applications:** We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received. Please note, successful candidates will be required to submit a current Police Vulnerable Sector Screening Certificate.

**For further information, please contact:**

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