



JOB DESCRIPTION

Position Title: Principal, Ahmadiyya Muslim Elementary School, Barrie, (Oro-Medonte)

Department: National Department of Ta'lim

Immediate Supervisor: Ahmadiyya Muslim Elementary School Board

POSITION SUMMARY

Ahmadiyya Muslim Elementary School, Barrie (Oro-Medonte) is looking for a full-time Principal. Ahmadiyya Muslim Elementary School provides Islamic and academic education and is run by highly qualified professional Ahmadi teachers.

The Principal of AMES will be responsible for implementing the strategic vision of the AMES School Board and, together with senior management, will be responsible for the school's operations. The Principal will ensure the care of students and staff in a safe and positive learning environment and is responsible for fostering a culture of respect, inclusion and Islamic values. The Principal will report directly to the AMES School Board.

Applicants must be able to commit to regularly scheduled full-time work hours. Ahmadiyya Muslim Elementary School runs from grades JK-5 in its inaugural year and to grade 8 when at full strength. We are located on the premises of Maryam Mosque, Barrie (Oro-Medonte). The school operates between 8:30 am - 2:30 pm from Monday to Friday.

We appreciate the interest of all applicants, but will only be interviewing candidates, whose skills, experience, and qualifications best meet the position's requirements.

This is a paid position.

RESPONSIBILITIES

- Responsible for implementing the strategic vision of the AMES Board
- Responsible for hiring, onboarding, professional development and performance management of the staff based on standard HR policies
- Responsible for student admissions and ongoing management once students are admitted
- Responsible for the ethical and reasonable behaviour of all staff members.
- Together with senior management of the School, shall be responsible for the school's operation and ensuring operational plans are approved by the AMES Board.
- Responsible for the development of a three-year planning cycle, including admissions, teaching plans, human resources planning and support services planning:
- Developing operational budgets for 1-3 years
- Estimates of CAPEX
- The growth of the school
- The care of students and staff in a positive learning environment
- Staff evaluation and performance reviews

- Responsible for reporting to the AMES Board as required and ensuring all major decisions are made after seeking AMES Board/Jamaat Administration approvals.
- Responsible for developing, implementing and monitoring school plans, policies and procedures. Specifically, will develop:
 - A strategic vision for the school in collaboration with the AMES Board
 - A mission statement highlighting key objectives in collaboration with the AMES Board
 - Policies related to Admissions, Recruitment, Record Keeping, Respect in the Workplace (code of conduct and dispute resolution process) and any other relevant policies - all subject to AMES Board review and approval
 - Appraisal process for staff development and feedback
 - Academic plans for student admissions, examinations, quality control, student tenure, parental engagement and interfacing with other schools. Academic plans will ensure learning goals are clear for students and based on curricula.
 - Information Technology plans defining current and future needs.
- Responsible for organizing school events and assemblies
- Responsible for leading and responding to any emergencies or school crisis
- Other responsibilities and duties as assigned within the scope

QUALIFICATIONS

When hired, candidates must be in "Good Standing" with the Ontario College of Teachers.

- Completion of the Principal's Qualification Program (PQP) would be considered an asset
- Master's degree and a combination of education and experience would be considered an asset
- Ongoing professional development
- 5 years plus teaching experience with certificates in three divisions (primary, junior and intermediate)

Compensation: To be negotiated

When applying for the teaching position, please include the following:

- ✓ Resume and cover letter
- ✓ Proof of Ontario teaching certification and registration with the Ontario College of Teachers
- ✓ Practice Teaching Reports or recent appraisal
- ✓ Names and contact information of at least two professional references

Interested Candidates can confidently apply by sending their resume to HR@ahmadiyya.ca.

Deadline for applications: Review of applications will begin immediately and continue until the positions are filled. Please note, that successful candidates will be required to submit a current Police Vulnerable Sector Screening Certificate.

For further information please contact:

HR@ahmadiyya.ca

Tel: 905-832-2669 Ext. 2272