



JOB DESCRIPTION

Position Title: Principal, Ahmadiyya Muslim Elementary School (AMES), Barrie

Department: National Department of Ta'lim

Immediate Supervisor: AMES Barrie Board

POSITION SUMMARY

Ahmadiyya Muslim Elementary School, Barrie, 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 Barrie will be responsible for implementing the strategic vision of the AMES Barrie Board and, together with senior management, 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 Barrie Board.

Applicants must be able to commit to regularly scheduled full-time work hours. The school currently serves students from Junior Kindergarten to Grade 7, with Grade 8 planned for the following academic year. The school is located at the Jamia Innisfil Campus and operates between 8:30 am – 2:30 pm, 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.

Salary: \$52,595 per year

RESPONSIBILITIES

- Responsible for implementing the strategic vision of the AMES Barrie 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
- Accountable 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 Barrie 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 Barrie Board as required and ensuring that all major decisions are made after seeking AMES Barrie Board / Jama'at 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 Barrie Board
 - A mission statement highlighting key objectives in collaboration with the AMES Barrie 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 Barrie 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

Candidates must be in “Good Standing” with the Ontario College of Teachers at the time of hiring.

Experience in teaching at an Ahmadiyya Elementary School will be considered an asset. The following will also be considered assets:

- Completion of the Principal's Qualification Program (PQP)
- A Master's degree and/or combination of education and experience
- Ongoing professional development
- 5 years plus teaching experience with certificates in three divisions (primary, junior and intermediate)

APPLICATION

When applying for the Principal 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 apply with confidence with the Spirit of Waqf by applying [HERE](#). Ahmadiyya School Administration prefers to engage those in the Waqfe Nau scheme.

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

For further information please contact:

HR.OFFICE@ahmadiyya.ca