

AL-FALAH ACADEMY

A full-time Islamic School in Gwinnett County

(678) 502-7211 and (678) 380-0201

2019-2020 Employment Opportunities FOR ADMINISTRATIVE STAFF

Al-Falah Academy is a private Islamic full-time school going into its 10th year of operations. We serve students in grades Pre-K3 to 12th grade in the north metro Atlanta, Georgia area. We have rapidly grown to over 400 students, masha'Allah. We enjoy, by the grace of Allah (SWT), a very committed staff as well as strong parent support, and we have worked hard to fulfill our motto: "Excellence and Success." We are seeking professional, dedicated staff members for a long-term commitment.

ADMINISTRATIVE POSITIONS FOR THE UPCOMING 19/20 SCHOOL YEAR:

- **Assistant Principal for Instruction: Elementary Grades (PreK-5th)**
- **Intervention Coordinator**
- **Operations Manager**

All candidates should display these key professional dispositions: a commitment to quality and rigor, excellent communication skills, the ability to work collaboratively with colleagues, a strong work ethic, and the commitment to the growth and improvement of Al-Falah Academy and Islamic education.

ASSISTANT PRINCIPAL FOR INSTRUCTION: ELEMENTARY GRADES PRE-K TO 5TH

RESPONSIBILITIES:

- Instructional Coach for Teachers
 1. Data Leader
 2. Resident expert or go-to person on CCSS, Integrated Thematic Units, The Daily 5/CAFÉ, Eureka Math, and other elementary curricular resources
 3. Coach, implementing and training in best practices in Adult Learning
- Managing Discipline/Escalated Behavior Incidents in that grade band
- Coordinating Parent meetings with teachers on areas of escalated concern
- Grant coordinator for at least one federal grant: Title 2 (Supporting Effective Instruction) or Title 4A (Student Support and Academic Enrichment)
- Operational tasks

Professional Qualifications:

- Master's degree or higher, with a major concentration in Education, Ed Leadership, Curriculum and Instruction, or the like
- Minimum 5 years classroom experience in an American setting, and minimum 1 year in a leadership position
- Authorized to work in the US
- A working knowledge of computers, the internet, and basic document applications

INTERVENTION COORDINATOR

RESPONSIBILITIES

- Leads Intervention Roster creation for Reading and Math placements
- ESOL student needs: screening, placement, needs assessment, plan creation
- Intervention Coordinator: leads the establishment of investigation into academic or behavioral concerns hampering progress in students; conducts surveys and strategy training for teachers of students with special needs; administers micro-testing of special students to gain data on progress; refers students to special testing; offers training to whole staff on identifying students with special needs
- Coordinates intervention or assistance of outside therapists (speech, physical, occupational, etc)
- Federal grant coordinator for Title 1 (Improving Academic Achievement of the Disadvantaged)

- Attends orientation meetings, files paperwork, ensures the school meets reporting requirements
- Conducts applications for both Gwinnett and Dekalb counties
- Leads schedule and roster creation for both pull-out and push-in tutors
- Lead of the Intervention Leadership Committee
 - Produce agendas and maintain notes of meetings

Professional Qualifications—All applicants for Intervention Coordinator should show evidence of the following required qualifications:

- Bachelor's degree or higher, with a major concentration in Special Education or ESOL preferred, or BA/BS in Education required; certification preferred
- Minimum 3 years classroom experience in an American setting, and minimum 1 year in an administrative position related to special needs
- Authorized to work in the US
- A working knowledge of computers, the internet, and basic document applications

OPERATIONS MANAGER

RESPONSIBILITIES

- Manage finance function (bookkeeping, purchasing, budgets, taxes, payroll)
- Manage facility and assets (inventory, purchasing)
- Staff Personnel file management
- Supervises related staff members

Preferred Qualifications:

- Bachelor's degree or higher, with a major concentration in accounting or a related field
- Minimum 3 years in an administrative/management role, with experience supervising others
- Authorized to work in the US
- Experience using Quickbooks and other software products
- School operations experience desirable

Please email your resume and a cover letter indicating the position you desire and examples of how you meet our requirements to: jobs@alfalahacademy.com.

Interviews will begin immediately, insha'Allah.

Compensation is competitive and commensurate with education and experience.