

Principal Job Description

Job Type: Full-time



Job Summary

The Elementary School Principal will coordinate administrative oversight and plan all phases of instructional leadership for the school including educational programming, administration, budgetary planning, discipline, and counseling services.

Principal skills and qualifications

To qualify for the position of a principal, an applicant should have the following:

- A Master's degree in education, or leadership or relevant field is considered the minimum qualifying credential. However, in some cases, a bachelor's degree in education with at least 5 years in educational leadership role may also be acceptable.
- Minimum of two years of working experience as a school leader or principal.
- At least three years of teaching experience.
- Strong communication skills to develop a productive educational experience for both teachers and students.
- Problem solving skills to enhance teacher performance and improve student grades.
- Excellent organizational skills and attention to detail.
- Knowledge of best practices in education and educational administration.
- Ability to create, understand, and implement budgets and budgeting practices.

Principal duties and responsibilities

- Ensuring that school policies and curriculum are followed.
- Ensures a productive learning environment through continual collaboration with teachers, students, and parents.
- Promotes positive and caring environment that emphasizes Islamic values and ensures that staff, educators and students are adhering to Islamic manners and values.
- Facilitates opportunities to connect with students by being present and available during arrival and dismissal, by appearing at school functions, and by meeting with students.
- Participates in parent meetings and conferences and acts as intermediary between parents, teachers, and students to deal with a variety of needs or issues.
- Ensures completion of routine and required paperwork including attendance reports, test results, and required information for students, educators, and staff.

- Ensures building management concerns are addressed by working with the staff including implementing school-wide safety and emergency protocols.
- Secures and oversees the allocation of supplies and equipment.
- Oversees and implements the school budget as approved by the school board.
- Represents the school in community activities and meetings.
- Interacts with various stakeholders to foster a positive relationship between the school and community including the PTA, community organizations, and leaders.
- Acts as liaison between the district and the school; communicates needs and information to both sides.
- Collaborates with educators to choose and develop curriculum and textbooks that align with local, state, and national standards.
- Develop and evaluate educational program to ensure implementation and understanding of the Common Core Standards.
- Coordinates staff professional development and accountability for teachers and staff, provides instruction if needed.
- Confer with teachers, students and parents concerning educational and behavioral problems in school and enforces disciplinary policies and procedures with students if needed.
- Performs other related duties as assigned.

About our school

HSA academic program offers a strong and broad foundation in the arts, humanities, mathematics, natural sciences and through interdisciplinary and multidisciplinary studies. HSA offers a strong and broad foundation in the STEAM courses (Science, Technology, Engineering, Arts and Math) through interdisciplinary and multidisciplinary studies based on strong Islamic principles.

Qualified applicants can submit their resume along with a cover letter to Careers@hamzahacademy.com



Hamzah Science Academy
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