



Job Title: Quran Arabic Islamic Studies and Sacred Link Coordinator

Reports to: Principal

Position Overview: The Sacred Link Coordinator is responsible for developing, implementing, and overseeing all programs under the Sacred Link umbrella.

Responsibilities:

Program Management

- Design, updates and revises policies for full-time hifdth, dual hifdth, and IQRA programs.
- Create schedules for students in accordance with academic schedule already set in place.
- Develop and lead the SL summer sessions.
- Maintain records needed for program administration.
- Manage budget, scheduling, and supply orders.
- Provide support and implementation of the various components of the program for all classes/teachers/students.
- Create and improve the curriculum across grades.
- Hold periodic presentations for parents about the program.
- Plan fundraising events for program.
- Review and make recommendations for the selection of textbooks and resources.
- Place all orders for the department and ensure that all material and resources are available prior to the start of the school year.

People Management

- Communicate effectively with school administration, teachers, parents, and other stakeholders.
- Assist in Interviewing candidates for the SL program.
- Observe and evaluate SL teachers per evaluation guidelines.
- Mentor and guide the teachers in ensuring success for the students.
- Assess and place students in the appropriate levels.
- Train staff and ensure that they are utilizing Renweb for grades, communication, etc.

Compliance and Reporting

- Handle all parent concerns regarding SL.
- Ensure the implementation of the school vision for the QAIS department.
- Update and revise all documents and forms that pertain to Sacred Link i.e. student progress daily report, report card assessments and testing documents.
- Ensure that student progress report is sent to parents daily/weekly.
- Keep track of students' progress and attendance.
- Maintain documentation on staff performance issues; provide guidance to staff as needed.
- Complete annual program evaluations, including surveys of students, staff and parents.

Qualifications:



- Bachelor's degree required
- 3 or more years working with middle school aged youth
- Previous supervisory experience preferred
- Ability to supervise and work in a team environment
- Ability to work independently and work under strict deadlines
- Ability to work with varied populations, such as administrators, teachers, parents, and students
- Excellent computer skills