



In the name of Allah, Most Gracious, Most Merciful

Islamic Center of the Capital District

PART-TIME EMPLOYMENT POSITION

ICCD Weekend Islamic School Principal Position

In the Name of Allah, the Most Merciful, the Most Compassionate

This is a part-time employment position by **ICCD** (the “Institution”), an Islamic religious and educational organization. This position is established in the spirit of cooperation, trust (amanah), and service to the Islamic community, with the shared objective of providing sound Islamic education rooted in the Qur’an, Sunnah, and the values of excellence and integrity.

1. Appointment and Position

The Institution hereby appoints the Principal to serve as **Principal of the Weekend Islamic School** on a part-time basis. The Principal accepts this appointment and agrees to faithfully perform the duties described herein in a manner consistent with Islamic ethics, professionalism, and the mission of ICCD.

2. Term of Agreement

The term of this Agreement shall be for **three (3) years** term, unless terminated earlier in accordance with this Agreement. This Agreement may be **renewed for an additional three (3) year term** upon mutual written agreement of both parties, subject to satisfactory performance and the continued needs of the Institution.

3. Nature of Employment

This position is **part-time**, requiring approximately **eight (8) hours per week** during periods when the school is in session.

The Weekend Islamic School operates on a two-semester academic calendar:

- **Fall Semester:** September through December
- **Spring Semester:** January through June

4. Work Schedule

The Principal shall oversee school operations during the following instructional times:

- **Fridays:** 6:00 PM – 9:00 PM
- **Sundays:** 10:00 AM – 1:00 PM

Additional administrative hours may be required for planning, staff coordination, meetings, training, and curriculum development, provided such duties remain within the scope of a part-time position.



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5. Duties and Responsibilities

The Principal shall serve as both an educational leader and a guardian of the Islamic character of the school. Responsibilities include, but are not limited to, the following:

1. Providing overall leadership and supervision of the Weekend Islamic School in alignment with the mission and values of ICCD.
2. Maintaining an organized and effective system of school operations, policies, and responsibilities.
3. Consulting closely with the **ICCD-BOT** regarding the hiring, evaluation, and training of teachers and instructional staff.
4. Supporting and leading **staff development**, fostering professionalism, Islamic conduct, and continuous improvement.
5. Overseeing the **curriculum**, recommending and implementing upgrades to instructional content, teaching methods, and textbooks to ensure quality Islamic and academic education.
6. Supervising and assisting with **tuition collection processes**, in coordination with ICCD administration, ensuring transparency and accountability.
7. Promoting a nurturing, respectful, and faith-centered learning environment for students, parents, and staff.
8. Serving as a point of communication between teachers, parents, and ICCD leadership as needed.

6. Reporting and Governance

- The principal shall **report operationally** to an **ICCD-BOT representative**, seeking guidance on religious, educational, and staffing matters.
- The Principal shall **report functionally** to the **Board of Directors (BOT)** of ICCD, represented by its President.

The Principal agrees to respect and support the governance structure of the Institution and to act in consultation (shura) with its leadership.

8. Islamic Conduct and Institutional Values

The Principal agrees to uphold Islamic manners (akhlaq), integrity, confidentiality, and professionalism in all interactions, and to act in a manner that reflects positively upon ICCD and the Muslim community.

9. Termination

Either party may terminate this Agreement with **thirty (30) days written notice** to the other party.



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The Institution reserves the right to terminate this Agreement immediately for cause, including but not limited to misconduct, neglect of duties, breach of trust (amanah), or actions inconsistent with the mission or Islamic values of ICCD.

10. Governing Law

This position shall be governed by and construed in accordance with the laws of the state of New York in which ICCD is incorporated, insofar as such laws do not conflict with the religious mission of the Institution.

If interested please email the following documents to bot@iccdny.org

1. **A concise email** expressing interest, availability, and why you're a good fit.
2. **Your résumé** (one page is ideal), highlighting:
 - Teaching or tutoring experience
 - Weekend availability
 - Youth work or community involvement
 - Religious education experience
3. **A short cover letter** (half-page to one page) explaining:
 - Why you want to work at *ICCD* weekend school
 - Your teaching style or approach
 - Your experience with children or youth
4. **Other required documents:**
 - Proof of education (copy of degree or transcript)
 - Working permit in the USA
 - References (2–3 names) with contact information