



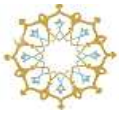
STUDENT LIFE COORDINATOR (SLC)

Job Description 2019-20

The Student Life Coordinator (SLC) will take a lead role in driving initiatives that will enable IFS students to learn and practice Islamic values and practices in alignment with the school's vision and mission statements.

The SLC will:

- Develop a curriculum for students which creates a culture that enhances personal development, fosters healthy relationships, and increases spiritual learning.
- Create and organize programs and activities that teach students the significance of character/spiritual development and enable them to exemplify positive behaviors.
- Engage with leaders of student driven clubs to ensure that they carry out their activities in a manner that fosters spiritual growth and positivity towards other students and the school in general.
- Build mechanisms to recognize positive student behaviors which will serve as an encouragement to all students.
- Lead the development of positive behavioral interventions and supports (PBIS).
- Collaborate with the QAIS Department Head to drive initiatives that enable proper masjid and prayer etiquettes during congregational prayers and Friday sermons.
- Collaborate with the QAIS Department Head to prepare guidelines for Teachers, Athletic Directors, and Coaches on what they need to do to drive and observe positive student behaviors.
- Share observations on student behaviors and best practices with the QAIS Department Head and all teachers in an effort to strengthen the overall school environment.
- Organize workshops or retreats for students and/or parents as appropriate.
- Serve as a mentor and role model to students.
- Consult and coordinate efforts and monitor progress with all school administrators.
- Prepare materials that demonstrate what the school is doing to drive positive student behaviors and the role of parents; these will be shared with parents and community on a periodic and consistent basis.
- Participate in or head other special projects assigned by Administration to fulfill the objectives of this role.
- Teach two Islamic Studies classes.



Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This is a new position. It is anticipated that the successful candidate will commence duties at a mutually convenient time.

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Energy and creativity.
- An ability to think strategically and to plan effectively.
- Outstanding inter-personal skills.
- An ability to be a self-starter and work well independently as well as collegially.
- High standards of integrity and reliability.
- Good organizational and management skills.
- Ability to establish and maintain effective working relationships as necessitates by work assignments
- Strong interpersonal and leadership skills to successfully interact with a diverse group
- Excellent public speaking and written communication skills
- Keen attention to detail and strong organizational skills
- Work in a supportive and collaborative role with colleagues
- Ability to weigh options, think clearly and evaluate.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establish and maintain open lines of communicate with administration, students, staff and school community
- Ability to develop and maintain positive and effective working relationships with administration, students, staff and the school community.
- Basic understanding of children's emotional, physical, intellectual and social needs.
- Ability to handle classroom situations with fairness and patience.
- Skill in human relations which demonstrates sensitivity to needs and concerns of others.
- knowledge of student services operations, principles and functions
- In-depth knowledge of procedures/policies/mandates in student development, student activities and service learning
- Ability to define problems, collect data, establish facts, and draw valid conclusions