



## QAIS Department Head & Spiritual Coach

### *Job Description 2020-2021*

This QAIS Department Head & Spiritual Coach will lead the development, implementation, monitoring, and on-going improvement of the curriculum in Quran, Arabic, and Islamic Studies and will serve as a spiritual coach for teachers and students to establish Islamic values and practices that are in alignment with the school vision and mission statements. The leader will drive programs and activities that enable building of sound character based on the Prophetic model.

### **Our Vision at IFS**

*To develop individuals with knowledge and goodness who achieve excellence in the spiritual and material life based on the Qur'anic conception of intelligence and virtue as embodied in the Prophet Muhammad (Allah bless him and grant him peace).*

### **Our Mission at IFS**

*At Islamic Foundation School, thoughtful discourse fosters the development of the mind, instruction and activity promote healthy action, and daily experiences nurture integrity, empathy, and kindness. The Islamic Foundation School seeks to graduate young people whose physical, intellectual, and spiritual capacities and potentials are nurtured. As students increase in maturity and responsibility, knowledge in scope and content progressively increases.*

### Job Responsibilities:

- Lead the QAIS department to continuously improve the quality of instruction in the subjects of Quran (including *Hifdh* programs), Arabic, and Islamic Studies.
- Develop programs and activities that enhance personal development, fosters healthy relationships, and drive a positive collaborative culture.
- Build mechanisms to recognize positive student behaviors which will serve as an encouragement to all students -share observations on student behaviors and best practices with Administration and teachers.
- Collaborate with Administration to review undesired behaviors and determine approaches teachers should adopt to ensure that they are doing their part in enhancing the overall school spirit and environment.
- Support and guide QAIS teachers in areas where they need additional help to be more effective; identify resource or material needs and make recommendations to the Administration and Chairman of IFS.
- Develop programs and processes that will enable all teachers (regardless of subject) to incorporate Islamic concepts and values in their instruction methodologies.
- Collaborate with Administration and teachers to drive initiatives that enable proper masjid and prayer etiquettes during congregational prayers and Friday sermons.



- Serve as a spiritual coach to teachers via group or individual meetings; organize spiritual workshops or retreats as appropriate.
- Serve as a mentor and role model to students.
- Provide motivational speeches to High School and Middle School students on a periodic basis.
- Develop content and materials to promote and communicate the school offerings in the areas of QAIS subjects and Islamic character development, highlighting the positive impact on the development of a student.
- Organize workshops or retreats for students and/or parents as appropriate.
- Develop curriculum and programming for after school hours and summers that will primarily be targeted for non-IFS students; the objective of these programs will be to offer basic proficiency in *aqidah*, Quran, prayers, supplications, and Islamic values and practices.
- Participate in or head other special projects assigned by the Chairman to fulfill the objectives of the role as needed.

## **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.

## **Personal Characteristics & Skills:**

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

- Be a self-starter and work well independently as well as collegially.
- An ability to think strategically and to plan effectively.
- Strong interpersonal and leadership skills to successfully interact with a diverse group
- Keen attention to details, strong organizational and management skills
- High standards of integrity and reliability.
- Excellent public speaking and written communication skills
- Basic understanding of children's emotional, physical, intellectual, and social needs.
- Interprets information accurately and initiates effective responses.
- Work in a supportive and collaborative role with colleagues
- Ability to develop and maintain positive and effective working relationships with administration, students, staff, and the school community.



**ISLAMIC FOUNDATION SCHOOL**

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**Qualifications:**

- Bachelor's degree preferred
- Degree in Islamic Jurisprudence from an accredited institution is preferred
- Sound knowledge of the Arabic Language – ability to read, write and speak
- Previous supervisory experience required
- Ability to supervise and work in a team environment