



## Islamic Foundation North- High School Youth Core Director's Job Description

### **About IFN:**

Alhamdulillah, The Islamic Foundation North (IFN) Masjid was opened on July 2, 2004. IFN was established in 1977 in the northern suburbs of Chicago to fulfill the Muslim community's religious, social, and cultural needs. The Foundation had a modest beginning. It started in the community center of the Naval Base in Great Lakes. As the community grew, it later moved into bigger rented facilities in Grayslake and Libertyville.

Since its inception, IFN offered a wide spectrum of services to the Muslim community of northern suburbs and southeast Wisconsin. Today, IFN is one of the most active and leading Islamic centers in the Chicagoland area, specifically Lake County. IFN has been involved in interfaith dialogue with different religious groups including Christians and Jews to foster a better understanding between various ethnic groups.

IFN High School Youth Core (HSYC) is administered and governed by the IFN. The weekend school consists of a Director, Assistant Director, Teachers and Administrative support staff. Our goal is to match high school students with young, engaging Muslim role models who can teach them about deen but also serve as mentors.

Applicants should have some background in education and mentorship, and be committed to developing high school students who have a firm sense of deen and commitment to maintaining their Islam as they move on to college and beyond.

**Job Title:** IFN High School Youth Core Director (9<sup>th</sup> & 10<sup>th</sup> Grade)

**Supervision of:** IFN HSYC students, HSYC Teachers, Administrative staff

### **Nature and Scope of Job:**

The IFN HSYC Directors primary purpose is to serve Allah through the establishment of educational and interactive Islamic programming for high school students. Success in this role requires collaboration with the teachers, students, parents, IFN administration and IFN Education committee.

Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations with collaboration with the IFN Education Committee.

The HSYC Director is responsible for the success of the program by carrying out its vision and fulfilling its mission. The director provides Islamic educational and administrative leadership to the program. The director is responsible for all phases of HSYC's operations, programs, finances, personnel, and environment in accordance with the direction and policies set forth by the IFN Education Committee and IFN Executive Committee



**Qualifications and Experience:**

- Require at-least two years of teaching and/or mentorship experience
- Bachelor's Degree minimum
- Operational knowledge of the Internet and web-related technologies
- Well versed in Qur'an and Islamic knowledge.
- Effective oral and written communication skills

**Role and Responsibilities:**

- Guide teachers to identify, select, and modify instructional resources to meet the needs of students.
- Conduct classroom observation of instructional practices and student learning in classrooms
- Provide follow-up feedback to all teachers as their support and coach.
- Communicate regularly with families. Address parent concerns in a professional and timely manner.
- Communicate effectively verbally or through emails.
- Provide professional development opportunities for teachers
- Guide teachers and team members in organizing special programs and field trips
- Implement restorative justice discipline policies.

**Additional Information:**

IFN encourage applications from candidates who reflect the increasing diversity of Sunday school's student body and IFN community, who will enhance and promote engagement with others and have a demonstrated commitment to working with and as part of a student body of IFN community. Successful candidate must be able to pass a background check and drug screening.

The academic calendar consists of 34 working Sundays. The IFN also expects the Director to engage full time teachers to participate in professional development activities.

**Application Instructions:**

To become an applicant, interested individuals must submit their interest to [ifnss.jobs@ifnonline.com](mailto:ifnss.jobs@ifnonline.com) with electronic copies of a cover letter and resume. List of three (3) references with contact information should be provided upon request.