



## Job Description

**Job Title:** Student Affairs

**Reports to:** Leadership Team

**Department:** Academic

**Position Type:** Full-Time

**Work Hours:** 7:45 – 4:00 (M, T, Th)

7:45 – 4:30 (W), 7:45 – 3:30 (F)

### Job Overview:

In conjunction with the middle school and high school principal and leadership team, the student affair responsibilities will include overseeing the student body regarding discipline and student records on discipline

### Responsibilities and Duties:

- Assist in the management of discipline for the middle and high school building
- Provide direction and assistance to the middle and high school Principal
- Execute the discipline policy in association with the middle and high school principal
- Ensure that the students follow the discipline policy and that the policy is implemented student body
- Provide feedback to administration with regard to the discipline policies and the implementation
- Assist with the maintenance of student records specifically to discipline
  - Discipline records
  - Infraction reports
  - Teacher comments
- Assist of overall flow of the days' schedule as it relates to the student body
- Ensure the administration is informed of any discipline issues that may be repetitive a student and provide remedial suggestions as needed
- Assist the leadership team in Islamizing the Academy's environment and activities to the best of your ability, be available and visible during:
  - Morning assembly
  - Saleh time
  - Parent, teacher and staff orientation
  - PTO and ISF meetings
  - Other school events

### Qualifications:

- Bachelor's degree of related subject from accredited university
- Experience is preferred but not necessary for hiring