

Job Title: Sunday School Coordinator

Position Overview:

The Sunday School Coordinator at Memphis Islamic Center is responsible for overseeing the development, coordination, and administration of the mosque's Sunday School program. This role involves creating and managing the yearly schedule and curriculum, registering students, maintaining effective communication with parents, recruiting and supervising teachers, and handling payroll for the staff.

Key Responsibilities:

- I. Curriculum Development:**
 - A. Design and develop a comprehensive, age-appropriate curriculum that aligns with the values and teachings of Islam.
 - B. Ensure that curriculum materials are engaging, relevant, and meet the educational needs of students at various age levels.
- II. Yearly Schedule:**
 - A. Create and maintain a yearly schedule for the Sunday School program, including class timings, breaks, and special events.
 - B. Coordinate with mosque leadership and other relevant committees to ensure the program's smooth execution.
- III. Student Registration and Communication:**
 - A. Manage the registration process for students, ensuring accurate record-keeping and data management.
 - B. Maintain regular communication with parents, providing updates on curriculum, activities, and student progress.
 - C. Address parental concerns, feedback, and inquiries in a timely and professional manner.
- IV. Teacher Recruitment and Supervision:**
 - A. Recruit, interview, and onboard qualified and dedicated teachers for the Sunday School program.
 - B. Provide guidance, training, and support to teachers, fostering a positive and collaborative teaching environment.
 - C. Conduct regular evaluations to assess teacher performance and effectiveness.
- V. Payroll Management:**
 - A. Coordinate payroll processing for Sunday School staff, ensuring accurate and timely payments.
 - B. Maintain records of hours worked, attendance, and any other relevant payroll information.
- VI. Program Enhancement:**
 - A. Continuously assess and improve the Sunday School program based on feedback from students, parents, and teachers.
 - B. Explore opportunities for incorporating innovative teaching methodologies and technology into the curriculum.
- VII. Community Engagement:**
 - A. Collaborate with other mosque committees and community members to promote the Sunday School program and encourage participation.
 - B. Organize and participate in events that showcase the achievements and progress of Sunday School students.

Qualifications:

- Bachelor's degree in Education, Islamic Studies, or a related field (Master's degree preferred).
- Strong knowledge of Islamic teachings, values, and practices.
- Previous experience in curriculum development and educational program coordination.
- Excellent organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office and other relevant software.
- Ability to work collaboratively in a diverse community environment.
- Previous experience in personnel management and payroll administration is a plus.

Application Process:

Interested candidates are invited to submit their resume, cover letter, and references to education@memphisislamiccenter.org. Applications will be accepted until [Application Deadline].

We thank all applicants for their interest, but only those selected for an interview will be contacted.