

Program Manager Role Description

The opportunity:

Are you ready to join a pioneer organization and a leader in education that has been in the educational industry for more than ten years? Do you enjoy working with young children and their families? Are you a passionate leader who is looking to sharpen your leadership skills? If your answer is yes, Horizon Academy Institute might be the right place for you.

About the Program Manager “PM” Position:

The PM serves as the educational leader, responsible for managing and overseeing the policies, regulations, and procedures of the school to ensure that all students are supervised in a safe learning environment that meets approved curricula and HAI’s mission statement.

The PM will be reporting to HAI’s Board of Directors. Interested candidates may present an understanding of the Arabic language and Islamic culture.

About Horizon Academy Institute:

Horizon Academy Institute (www.horizonacademy.ca) is a Western-Canada-based, registered charitable institution (B.N.: 814481420RR0001) that provides programs and services in education and leadership development delivered through the universal values of Islam and modern educational practices. Horizon is dedicated to developing specific initiatives that will bring state-of-the-art Arabic teaching to Calgary in collaboration with local and provincial governments, other schools, and institutions. *Developing leaders through transformational learning.*

Role responsibilities:

- **The PM’s main duties include, but are not limited to:**
- Develop, manage, and evaluate procedures ensuring effective operation of the school, consistent with the philosophy, mission, values, and goals of HAI including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, program evaluation, personnel management, office operations, and emergency procedures.
- Use effective management strategies in order to maximize time for instructional leadership and demonstrate an in-depth knowledge of curriculum and assessment practices.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experience for students consistent with the HAI’s philosophy, mission statement and instructional goals.
- Supervise the instructional programs of the Horizon Academy by delegating tasks to subject coordinators who will be evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Supervise in a fair and consistent manner effective discipline and attendance systems.

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- Provide a safe environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Liaise with HR to assist in recruiting staff, orienting new/sub teachers and volunteers, and providing teachers' training when required.
- Work with the board to guide and instruct the teachers to provide a fun, learning, and pious atmosphere to deliver the school curricula while observing its objectives, morals, and ethics.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- File all required reports regarding violence, vandalism, attendance, and discipline matters.
- Communicate regularly with parents, seeking their support and advice and create a cooperative relationship to support the students in the school.
- Ensure compliance with all laws, board policies and civil regulations.
- Establish and promote high standards and expectations for all students and staff for academic performance and behavior.

Education and Qualifications:

- Possess a university degree in a relevant field, another degree in administration or education is an asset.
- Have at least 5 years of experience in management or education
- Demonstrate leadership, administrative and organizational skills.
- Excellent computer skills (G suit, SharePoint, Teams, Office 365).
- Have the skills required for analyzing students' achievement data and implementing appropriate strategies to meet students' needs.
- Be able to communicate effectively with students, teachers, volunteers, and parents in a variety of settings and demonstrate the desire to work with people.
- Have excellent interpersonal, attention to detail, and problem-solving skills.
- Be committed to HAI's mission and vision.

Skills and Competencies:

- Excellent organizational and time management skills.
- Excellent verbal and written communication skills in Arabic and English.
- Must be patient and enjoy working with young children, youths, and adults.
- Creative and hard worker.
- Excellent problem-solving skills and critical thinking.
- Respectful and trustworthy.

Benefits:

- Salary will be commensurate with experience and education.
- Professional development and training.

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- Onsite free parking.
- Paid sick/personal day.
- Company events such as potlucks, Eid, and Ramadan celebrations.
- A unique organizational culture that nurtures lifetime positive relations and a great sense of community.

Conditions and hours of work:

- Every Sunday, from 9:45am to 3:30pm plus up to 5 hours per week during weekdays.
- The candidate must be accessible by phone and should respond to e-mails within 24 hours' time window.
- Excessive standing walking and sitting throughout the day.
- Some preparation and paperwork are expected to happen during the week.

How to apply and what to expect:

Please apply by sending your resume along with a cover letter to explain why you want to join Horizon Academy Institute to HACAREERS@HORIZONACADEMY.CA Our HR department will contact you within two to three weeks to inform you about the next step and requirements. Horizon Academy Institute is an equal and inclusive opportunity workplace. We are committed to creating an inclusive school environment for all our staff, parents, and students. To learn more about the opportunity and Horizon Academy Institute please visit <https://www.horizonacademy.ca/>