



VICE PRINCIPAL - FULL TIME

POSTED 6/16/2026

Al Fatih Academy (AFA) seeks a Vice Principal to be hired immediately for the 2026-2027 school year. AFA is a Muslim independent school serving preschool through Grade 8 with an anticipated enrollment of approximately 250 students in Reston, VA. AFA is accredited by the Virginia Association of Independent Schools, Cognia, & CISNA.

The Vice Principal serves as a key member of the school's senior leadership team, supporting the Head of School and Principal in advancing academic excellence, fostering a positive and well-ordered school culture, and ensuring the holistic well-being of every student. This role carries dual responsibilities: supporting the school's instructional and operational leadership on the one hand, and providing direct oversight of the Student Life & Wellness team on the other. The Vice Principal works closely with teachers, counselors, families, and administrators to create an environment where students thrive. Responsibilities include, but are not limited to:

Student Life & Wellness Leadership

- Directly supervise the Student Life & Wellness team of the school counselor, learning specialist, and other support staff through regular team coordination and supervision
- Oversee school-wide implementation of AFA's student support systems, drawing from Responsive Classroom and Positive Behavioral Interventions and Supports (PBIS)
- Manage student discipline reporting and tracking across all grade levels
- Collaborate with the Head of School and Principal to develop proactive disciplinary interventions and coordinate student referrals
- Oversee all student attendance matters and communicate with relevant stakeholders
- Support the monitoring of student IEP and Student Assistance Team (SAT) processes in coordination with the learning specialist and principal

Instructional Support & Teacher Partnership

- Assist with the planning and delivery of professional development activities
- Coordinate MAP testing administration and support the Principal in the review of standards-based report cards
- Track teacher absences and coordinate substitute coverage; support faculty onboarding and participate in hiring processes
- Support the accreditation processes through documentation and faculty preparation

Parent & Community Engagement

- Establish and maintain warm, responsive, and consistent communication with families regarding student progress, behavior, and well-being
- Lead or co-facilitate parent education and wellness programming in partnership with the counselor and Student Life & Wellness Coordinator
- Respond to and help resolve parent concerns in collaboration with the Principal and Head of School
- Support student registration, withdrawal, and retention efforts

School Operations & Deputy Leadership

- Serve as acting school leader in the Principal's absence
- Support the organization of school events, activities, and programming
- Contribute to written and verbal communications to the school community and Board as directed by the Head of School

Ad hoc duties/tasks as assigned by the Principal or Head of School

Qualifications

Ideal candidates should have the following qualifications:

- Bachelor's degree required; Master's degree in Education, Educational Leadership, School Counseling, or a related field preferred
- Minimum of 3–5 years of classroom teaching experience, with at least 2 years in a school leadership, coaching, or student services role
- Experience with Responsive Classroom, PBIS, or similar student support frameworks strongly preferred
- Familiarity with IEP processes, student behavioral management, and tiered intervention models

Ideal candidates should be able to demonstrate:

- Genuine affinity for school-aged children and deep enthusiasm for the culture and mission of an independent Muslim school
- A working knowledge of Islamic educational philosophy and the ability to integrate Islamic values and *tarbiyah* principles into student-facing work
- Excellent communication skills (i.e., clear, warm, and responsive) with the ability to work effectively with students, families, faculty, staff, and external partners
- Strong instructional leadership instincts, including the ability to observe teaching practice and offer meaningful, growth-oriented feedback

- Highly organized, detail-oriented, and capable of managing multiple priorities in a dynamic, fast-paced school environment
- Sound judgment and the ability to navigate sensitive situations involving students, families, and staff with discretion and professionalism
- A collaborative spirit and comfort working across roles with administrators, teachers, counselors, families, and external partners

Compensation

This is a full-time, 11-month position. AFA offers a competitive compensation package commensurate with experience and qualifications.

Salary range: \$90,000 – \$110,000 annually

Benefits include:

- Health insurance coverage
- Short-term and long-term disability insurance
- Staff tuition discount for dependents enrolled at AFA

Interested applicants must complete the [Interest in Employment at Al Fatih Academy Form](#).

Additional questions can be directed to Dr. Ismail ibn Ali, Head of School, at headofschool@alfatih.org.

AFA is an Equal Opportunity Employer committed to the principle of equal employment opportunity for all and providing employees with a work environment free of discrimination and harassment. All employment decisions at AFA are based on school needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations of the United States. AFA will not tolerate discrimination or harassment based on any of these characteristics. AFA encourages applicants of all ages.

Our mission is to cultivate and nurture a thriving American Muslim identity that balances religious, academic, and cultural knowledge, emphasizing the importance of civic involvement and charitable work. Through an interdisciplinary and integrated programming approach, we unite students, teachers, families, and the community to provide an exceptional learning experience.

AFA Core Values: Be Intentional & Mindful | Build Community | Uphold Excellent Character | Create Serenity & Peace | Transform Knowledge into Action | Practice Stewardship & Service