



Mishkah University High-School Academic Supervisor Job Description

1. The HIGH-SCHOOL ACADEMIC SUPERVISOR shall have a sufficient experience in teaching high schoolers (9-12 grades) in the USA and **must hold a university degree in Islamic studies or related** (BSc or above “PhD is highly preferred”).
2. The HIGH-SCHOOL ACADEMIC SUPERVISOR must be a resident or willing to relocate to Houston, TX with no restrictions on work permission in the USA.
3. This position is on a 1099 basis and subject to renew annually based on the performance of the candidate. Switching to a W-2 basis is up to the MISHKAH administration’s discretion based on the business needs.
4. The HIGH-SCHOOL ACADEMIC SUPERVISOR shall administratively report to the Executive Director of MISHKAH and academically to the English Program Coordinator of Mishkah; and duly cooperate with other Mishkah staff as assigned by the Executive Director.
5. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to work a maximum of 25 – Twenty-Five – hours every week for MISHKAH on-site when campus construction is ready, remotely, or both to ensure good and consistent record keeping of work documentation within MISHKAH’s server. All daily working hours must be semi-monthly reported to the Executive Director for approval prior to being considered for the next payroll date.
6. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to review and supervise MISHKAH’s High-School’s academic affairs including curriculum, offered courses and their required developments/syllabi; and teaching processes to ensure consistency with the program’s goal (The goal is to make the college-level offered courses easy to comprehend by highschoolers with a minor-to-no level of need to qualified instructors without significantly affecting the material quantity and quality as offered to college students).
7. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to respond and/or supervise responses to academic questions raised by high school

students/teachers about the High-School's courses. Also, supervise high school teachers conducting MISHKAH courses at contracting schools.

8. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to evaluate the conductance of the High School's courses by teachers to ensure they meet the objectives of courses they teach. The evaluation is performed through reviewing samples of quizzes and homework the teachers assign to high-school students and physically or virtually attending a few random live classes, with proper arrangement with the teachers preceding this attendance. In addition, the HIGH-SCHOOL ACADEMIC SUPERVISOR conducts surveys on developed material (clarity, content amount, presentation quality, contents organization). This evaluation is necessary to highlight proper academic support teachers might need in conducting MISHKAH High-School courses.
9. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to follow up the implementation of and update the academic guide according to the outcomes of item 8, above, to optimize the High School for its goal achievement.
10. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to interview and approve qualified teachers for the program (whether these teachers are to serve through MISHKAH or through contracting schools), prior to final approval by MISHKAH academic committee and administration.
11. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to cooperate with the DEP and ISHSC administrator in setting up academic policies and rules that are compliant with accreditation liaison, such as in-person and remote examination policies, weighted grading rules, course length and number of classes and course completion approval. Further, to assist the DEP and ISHSC administrator in ensuring that courses and their tests are up to date and as developed. Further, HIGH-SCHOOL ACADEMIC SUPERVISOR is to cc DEP and ISHSC administrator in communications with the participating high schools for quality control purposes.
12. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to approve High-School grades and to cooperate with MISHKAH Registrar in filing them in its students' transcripts.
13. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to seek academic approval from MISHKAH English program academic coordinator that developed/assigned courses for the High-School and their related tests are matching with the objectives of their equivalent college-level courses.

14. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees, at the beginning of each semester, to hold an advisory hour for high school teachers and, if applicable, another hour for high school independent students to explain the objectives of the Program and its rules to ascertain its credibility towards college credit.
15. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to provide academic support, detailed in points 7 & 8 above, whenever seems suitable through email or over the phone. Other non-academic support is to be directed to DEP and ISHSC's administrator who is handling them directly or through other MISHKAH departments.
16. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to adopt any related new software introduced into the system by actively attending training sessions and implementing what is learned to improve the overall performance of the High School.
17. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to support the marketing department by providing help in the tasks that are in need for data related to High-School curricula and its academic performance, and to support any other event, if required by MISHKAH administration, that may bring MISHKAH to the forefront of Islamic higher education institutions.
18. The HIGH-SCHOOL ACADEMIC SUPERVISOR agrees that all work-related assignments at MISHKAH require precision, carefulness, and not to rush in executing responsibilities and work assigned. In addition, the HIGH-SCHOOL ACADEMIC SUPERVISOR agrees to comply and not to diverge from instructions and decisions made by superiors in both general and explicit cases.