

ISM School Committee

Purpose:

Is to create a collaborative environment between Teacher, Students and Parents to ensure ISM Sunday school requirements are met. The committee will work closely with ISM Principle to implement required improvements. We are all humble servants of our Imam (AJFTS) our goal is to work together and implement our islamic principles in the best way.

Responsibilities:

Principal:

- ISM process is maintained and staff members are supported with proper teaching resources.
- Ensures discipline is maintained
- ISM policies are followed

Assistant Principal (refer to AP Position JD):

- Provide support to Principal in ISM operations
- ISM process is maintained and staff members are supported with proper teaching resources.
- Ensures discipline is maintained
- ISM policies are followed

Teachers Representative: 2 Positions

- Work with teachers to get input on classroom, educational needs
- Provide input to ISM Schedule and Calendar dates
- Provide input, recommendations on curriculum changes.
- Conduct Teacher Survey and feedback on regular bases for feedback
- Implement ISM Policies and Procedures
- Ensure Teachers and TAs are represented.
- Become the Voice of Teachers

Parents Representative: 1 Position

- Work with ISM parents to get their input on Students needs
- Provide input to ISM Schedule and Calendar
- Conduct at least 2 parent teacher meetings per semester
- Bridge between parents and Teachers and ISM
- Provide input and recommendations on curriculum changes.
- Conduct parent Survey and feedback on regular bases for feedback
- Become the Voice of Parents

Alumni Representative: 1 Position

- Work with Alumni ISM students to get their feedback
- Bring ISM Alumni to ISM as TA's and Teachers
- Become Voice of Alumni and Youth group

Data, Systems Reports and Administration Representative: 2 Positions

- Maintain ISM communications
- Maintain ISM Office and classroom supply needs
- Attendance and ISM policy enforcement enforcement
- Implement ISM Policies and Procedures
- Special events coordination
- Student Registrations
- ISM Data management and Reporting
- Learning Management

Communication rep: 1 Position

- Maintain ISM communications
- Maintain ISM Parents and Staff Whatsapp group
- Flyers

Special Events Representative: 3 Positions

- Coordinate Special Events in coordination with ISM administration & Parents representative, Ramazan, Muharram, Fathers day, Mother day , ISM picnic, Bucks bazar, Teachers day

Finance Rep: 1 Position

- Manage all aspects of ISM Finance and Budget. Maintain record keeping and receipts

Lunch Representative: 1 Position

- Coordinate ISM lunch , ordering, managing and ensuring all who have paid for lunch are catered.

Name	Role
Maulana Jawaad Wahedi	Religious Guidance
Br Jarih Jafri	Principle
TBD	Vice Principal
Sr Zumaiyra Ajani	Teacher Rep
Br Turab Raza	Teacher Rep
Br Massom Ali	Parent Rep
Br Mikhael Imtiaz	Finance Rep
Sr Aliya Naqvi	Alumni Youth Rep
Sr Zehra Naqvi	Admin, Communications
Sr Mariya Askari	Lunch Rep
Sr Sidra Maryam	Data, Reports, LMS System
Br Ali Hassan	Special Projects
Sr Sarah Z	Special Events
Sr Mahira	Special Events
Sr Sunain Raza	Special Events