



JOB DESCRIPTION

Position Title: **Girls Hifz Instructor**

Position Summary:

The Islamic Foundation School is seeking a dynamic female teacher to lead the Hifz program for female students. Successful candidate will embody the following traits:

- Inspiring and motivating – serve as a role model for students
- Optimistic - believe deeply that all students can learn and succeed
- Patient – work with students at their pace
- Team player - build and lead positive relationships with key stakeholders

Reports To: The position will report to the Principal of the School.

Essential Responsibilities:

The teacher will work collaboratively with the Administration of the school to:

- Teach and develop the Quran memorization curriculum under the Sacred Link program.
- Perform administrative duties such as student evaluation, routine updates of student progress through report cards and communication with parents.
- Integrate “tarbiyah” of students such as, social responsibility, kindness and other Islamic teachings / values into curriculum.
- Support implementation of supplementary educational programs for full-time Hifz students, such as English, Math, Science, etc.
- Integrate physical education programs for full-time Hifz students with support of Physical Education and Athletics teachers at the school.
- Maintain appropriate standards of behavior, mutual respect, and safety within classroom
- Supervise students during classes and at other times in the school day
- Participate in staff meetings and professional development activities
- Maintain basic files and records
- Monitor the safety and well-being of students, particularly when student is participating in an inclusive activity
- Maintain a clean and orderly environment
- Maintain order and discipline in a classroom

Qualifications:

- Must be a Hafiz-e-Quran (Memorized the Quran)
- Must be able to perform teaching and administrative duties through the entire academic year.
- Have at least 3 years of experience as a Hifz/Quran Teacher in a school or mosque in the U.S.
- Demonstrated capabilities in teaching Quran memorization with Tajweed (including makhaarij)
- Proven experience in supervising and teaching children between the ages of 8 – 18.



- Prior experience in managing class size of up to 25 students
- Sound knowledge of Islamic principles and practices
- Ability to teach students basic meanings (*tafseer*) of the Quran
- Ijazah or Sanad from an accredited institution preferred
- Strong communication skills: ability to communicate effectively in English (verbal and written)
- Knowledge of Arabic and/or Urdu a plus
- Reliable and dedicated individual
- College degree preferred
- Collaborative and works well in a team oriented atmosphere
- A strong understanding of Islamic etiquettes, manners, and appropriate behavior
- Ability to operate common office machines
- Ability to understand and follow oral and written instructions

Disclaimer

- The above describes the general nature of work expected by the applicant in this role. While most items are covered, it is not intended to be an exhaustive list of all responsibilities and duties that may be assigned.