



Islamic Foundation School JOB DESCRIPTION

Position Title: Teacher

Reports to: Principal

Position Summary:

The teacher serves the specific responsibility for:

- Supervise students within the classroom and other assigned areas
- Collaborate with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues
- Respond to a wide range of inquiries from students, parents or guardians regarding the instructional program and student progress
- Set an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students
- Model competence, honesty, personal responsibility and respect for others in every aspect of the job

Essential Duties and Responsibilities:

- Establishes and maintains a nurturing environment grounded in the Islamic tradition such that it nurtures young Muslims' growth and development
- Displays the highest ethical and professional behavior and standards when working with students, parents and school personnel
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession
- Nurtures students to achieve their greatest potential academically, instructionally and spiritually
- Provides an atmosphere of professionalism, respect and collaboration throughout the school day
- Administers and develops subject specific assessments for the purpose of assessing student competency levels and/or developing individual learning plans
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and reinforcing classroom goals in the home environment
- Assesses, differentiate, and tracks student progress towards objectives, expectations, and goals for purpose of providing feedback to students, parents and administration



- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan
- Counsels students for purpose of improving performance, health status, problem solving techniques and a variety of personal issues
- Enforces uniform policy and attendance policy in order to ensure a school environment that is focused on group spiritual and academic achievement rather than on individuals
- Demonstrate and differentiate methods required to perform classroom and/or subject specific assignments for purpose of providing an effective program that addressing individual student requirement
- Instruct students for purpose of improving their success in academics through a defined course of study
- Manages student behavior for purpose of providing a safe and optimal learning environment
- Monitors students in a variety of educational environments (e.g. classroom, school grounds, hallways, restrooms, field trips, etc.) for purpose of providing a safe and positive learning environment
- Participates in meetings and professional development activities for the purpose of conveying and gathering information required to perform functions
- Prepares a variety of reports (e.g. grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements
- Reports and documents incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies
- Responds to emergency situations for the purpose of resolving immediate safety concerns and directing to appropriate personnel for resolution.
- On regular school days, teachers are expected to be in school by 7:40 a.m. and to remain until 4:00 p.m. or later if there are specific after-school meetings or commitments such as Curriculum Night, Open House and Graduation Ceremonies.
- Hold a minimum of one-hour academic support sessions per week before or after school
- The administration reserves the right to visit and observe classes at any time and to prepare evaluation reports based in part on these visits
- Teachers are responsible for the well-being and safety of the students. This includes the IFS campus including but not limited to the classrooms, playground, lunchroom, hallways, any school sponsored activities and the mosque. Students are NEVER to be left unsupervised
- Preparation periods, the time before classes begin and after they end are to be dedicated towards on site preparation for classroom instruction and other school



related activities – any other use of these times shall be done with the prior approval of the administration

- Maintain and update gradebooks and RW teacher/course pages on a regular basis.
- In addition to the duties stated above, Teacher shall perform other duties required by the school and assigned by the school administration
- Responsible for overseeing extracurricular activities and organizing and supervising after school clubs

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Qualities expected from the role

IFS teachers must have the following qualities:

- High expectations - believe deeply that all students can learn and succeed
- Team player - communicate openly and honestly with IFS staff members
- Optimistic attitude - demonstrate the resiliency needed to excel
- Inspiring and motivating to others - build and lead positive relationships with key stakeholders
- Reflective and dedicated to personal growth - strive to be the change you wish to see in the world

Knowledge, skills and abilities

- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity
- Ability to motivate students
- Ability to maintain a clean and orderly environment
- Ability to perform general clerical duties
- Ability to maintain order and discipline in a classroom
- Ability to operate common office machines
- Ability to maintain basic files and records
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships as necessitates by work assignments

Qualifications

The following are required of all applicants:

- Teaching license required for elementary teachers and preferred for middle school and high school teachers
- A bachelor's degree or higher and mastery of core subject
- Excellent written and oral communication skills