



JOB DESCRIPTION

Position Title: Quranic Arabic or Islamic Studies Instructor

Position Summary:

The Islamic Foundation School is seeking a dynamic teacher to join the Quran Arabic Islamic Studies program for students.

Reports To: The position will report to the Department Director and Principal

Essential Responsibilities:

- 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 the 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.
- Counsel students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Instruct students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Enforces uniform policy and appearance policy to ensure a school environment that focuses on group spiritual and academic achievement rather than on individuals.
- Monitors students in a variety of educational environments (e.g., classrooms, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Prepares a variety of reports (e.g., grades, lesson plans following scope and sequence, correspondence with parents and students, examinations and quizzes, attendance, and anecdotal records) for the purpose of documenting student progress and meeting mandated requirements.

Qualifications:

- A bachelor's degree in Islamic Studies, Arabic Language required.
- 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.



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- Strong communication skills: ability to communicate effectively in English.
- Knowledge of Arabic language
- A strong understanding of Islamic etiquettes, manners, and appropriate behavior.

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.