



## **JOB DESCRIPTION**

**Position Title:** Elementary School Teacher

### **Position Summary:**

The teacher serves the specific responsibility for supervising students within the classroom and other assigned areas. They must develop Understanding By Design (UbD) Unit Plans and deliver group and individual student instruction within established curriculum guidelines. They will collaborate with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues. Moreover, they will respond to a wide range of inquiries from students, parents or guardians regarding the instructional program and student progress.

**Reports To:** 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.

## **General Policies:**

- Sign in at 7:40 AM and sign out at 4:00 PM.
- Assigned assembly /morning duty by 7:45 am.
- Teachers will have a 15-minute AM coffee break, a 30-min lunch break and a 15-minute prayer break. The administration assigns Break and lunch schedules. Scheduled cannot change without prior approval.

## **Qualifications:**

- A bachelor's degree in education is required.
- Teaching license strongly preferred.
- Prior experience as an elementary school teacher strongly preferred.
- Prior experience managing a classroom required unless a recent graduate.
- 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 maintain order and discipline in a classroom.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work.



# ISLAMIC FOUNDATION SCHOOL

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