



## **JOB DESCRIPTION**

**Position Title:** Elementary School Teacher

### **Position Summary:**

Are you ready to make a lasting impact on young minds? Do you have a passion for inspiring curiosity, creativity, and a love for learning? If so, we'd love for you to join our dynamic and supportive team! At our school, we believe in fostering a positive, inclusive, and engaging learning environment where both students and teachers thrive. As an educator here, you'll have the opportunity to bring your creativity to the classroom, collaborate with a team of dedicated professionals, and make a meaningful difference in students' lives every day.

**Reports To:** Principal

### **Essential Responsibilities:**

- Engaging & Inspiring Students – Create dynamic lesson plans using Understanding By Design (UbD) that promote curiosity and critical thinking.
- Assessing Growth & Success – Develop subject-specific assessments and track student progress to celebrate achievements and identify areas for support.
- Building Strong Relationships – Partner with parents and guardians to ensure students' academic and personal success.
- Collaborating with a Dedicated Team – Work with fellow educators, staff, and administrators to continuously enhance the learning experience.
- Creating a Positive Learning Environment – Foster a safe, structured, and welcoming space where every student feels valued and encouraged.
- Supporting Student Development – Provide guidance, mentorship, and counseling to help students navigate both academic and personal challenges.
- 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, differentiates, 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 the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the improvement plan.
- Counsel students for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.



## ISLAMIC FOUNDATION SCHOOL

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- Instruct students for the purpose of improving their success in academics through a defined course of study.
- Manage 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:**

- Bachelor's degree in education (required)
- Teaching license (strongly preferred)
- Experience in elementary education (required)
- Strong classroom management skills
- Ability to create engaging, student-centered lessons
- Excellent communication and collaboration skills
- A commitment to fostering an inclusive and supportive learning environment

### **Schedule**

- Sign in at 7:40 AM and sign out at 4:00 PM.
- Monday to Friday – 7:30 am to 4:00 pm with a 30-minute scheduled break time.

### **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.