



JOB DESCRIPTION

Position Title: Islamic Studies Instructor

Position Summary:

The Islamic Foundation School is seeking a dynamic teacher to join the Quran Arabic studies program for students. The ideal candidate will have a strong background in teaching Arabic with a focus on Quranic studies, Tajweed, and Islamic teachings. The instructor will be responsible for delivering structured lessons to students of varying ages and proficiency levels, fostering a deep understanding of the Arabic language and Quranic principles.

Reports To: Principal

Essential Responsibilities:

- Develop age-appropriate lesson plans that cover topics such as the Qur'an, Hadith, Islamic history, Islamic jurisprudence (Fiqh), and the lives of Prophets.
- Deliver lessons effectively using diverse teaching methods, such as lectures, discussions, group work, and multimedia resources.
- Provide instruction that is both educational and spiritually enriching, helping students strengthen their faith
- Create a positive and respectful classroom environment conducive to learning.
- Maintain discipline while encouraging open discussion and respectful dialogue about Islamic teachings.
- Create quizzes, assignments, and exams that assess students' understanding of the material.
- Provide timely feedback to students on their academic progress.
- Offer one-on-one support to students who need additional help with the material.
- Foster a nurturing environment where students feel comfortable discussing personal questions regarding their faith.
- Stay updated with educational practices, Islamic studies content, and new resources.
- Participate in teacher training sessions, workshops, and conferences to enhance professional growth.
- Maintain communication with parents regarding student progress and any concerns about academic performance or behavior.
- Ensure that lessons are inclusive of all students and are sensitive to the cultural and social backgrounds of students.

Qualifications:

- A bachelor's degree in Islamic Studies, Education, or a related field is often required. A master's degree or specialized certification in Islamic Studies may be preferred for higher-level positions or schools.
- Experience teaching Islamic Studies or a similar subject, particularly at the K-12 level, is preferred.



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- Experience in working with children of diverse backgrounds is also beneficial.
- Strong knowledge of Islamic teachings, the ability to communicate effectively with students of varying age groups, and classroom management skills.
- Being able to engage students and make the material relevant to their daily lives is essential.
- Some schools may require certification in teaching or in Islamic studies, depending on the region and specific educational institution.

Schedule

- 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.