



SABA Academy Seeking Kindergarten/Elementary School Teacher

To be considered, all applicants must meet the minimum qualifications described below.

QUALIFICATIONS:

1. Bachelor degree or higher from an accredited institution.
2. Teaching credential, or plans to enroll in a credentialing program.
3. Computer proficiency.
4. English Proficiency.
5. Relevant classroom teaching experience in the USA.
6. Strong oral and written communication skills
7. Good teamwork skills

DUTIES & RESPONSIBILITIES:

- Organize, manage, evaluate, and supervise effective and clear procedures for the functioning of the class assigned, consistent with operations of the total school, and consistent with the philosophy, mission, values and goals of the SABA academy,
- Create lesson plans for each class based on your experience and the students' specific needs
- Introduce interactive activities into the classroom and encourage students to vocalize their concerns and questions
- Organize students into small groups for social education
- Encourage creativity in students by organizing art and craft projects on a regular basis
- Emphasize on reading by having reading time and creating/maintain a quality reading station
- Create a welcoming and inspiring atmosphere in the classroom
- Plan, prepare and deliver lessons that facilitate active learning experiences within an appropriate Islamic environment.
- Establish clear objectives for all learning activities.
- Prepare classroom for class activities with a focus on project based learning.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.

- Observe and evaluate student's performance and development. Provide appropriate feedback on student work. Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Work alongside the Dean of Academics in counseling students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
- Mentor other teachers.
- Establish a professional rapport with students and with staff that earns their respect.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Collaborate with the administration to generate duty schedules for lunch, salaah, morning supervision, dismissal etc.
- Attend staff meetings
- Maintain regular office hours, to be reachable by students or parents.
- Effectively communicate with parents. This includes, but is not limited to:
 - Calling students and parents
 - emailing students and parents
 - Returning phone calls/e-mails ASAP but no longer than 36 hours after the initial contact
- Collaborate with other teachers to support student achievement and student retention.
- Effectively communicate with teachers and administrators. This includes, but is not limited to:
 - Calling and or emailing teachers as needed
 - Returning phone calls/e-mails ASAP but no longer than 36 hours after the initial contact
- Collaborate with other instructional teachers in the same content area.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Other duties as assigned

APPLICATION PROCESS:

- **Applicants may send resumes and cover letters to hr@sabaacademy.org. In the subject line, please indicate that you are applying for the Kindergarten/Elementary School teacher job opening in SABA Academy. The review of applications will begin May 1, 2017.**