



SABA ACADEMY

SABA Academy Seeking Full Time K-12 Quran/Arabic Teacher

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

QUALIFICATIONS:

1. Undergraduate degree in Arabic/Islamic Sciences or equivalent degree and/or experience.
2. One to two years teaching experience.
3. A willingness to share and portray Islamic mannerisms and way of living including modest Islamic dress code.
4. Knowledge of the Arabic Language & Fluency in Standard Arabic (Fussha) a definite plus
5. Possesses correct Arabic pronunciation and has a high level understanding of rules for the authentic recitation of the Quran.
6. Fluency in Arabic language a definite plus.
7. Must be able to communicate/teach in English
8. Knowledge of Early Childhood Education a plus.
9. Operational knowledge of the Internet and web-related technologies
10. 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.
- Plan, prepare and deliver lessons that facilitate active learning experiences within an appropriate Islamic environment.
- Sets clear targets and goals for teaching the Islamic values on a weekly basis and works with staff to extend the implementation within the classroom environment
- Organizes extra-curricular activities related to the Islamic events and holidays.
- Organizes class decoration and layout.
- Organizes the Prayer (Salaat) and assembly for the students in the school facility
- Instruct and monitor students in the use of learning materials and equipment.
- Helps with curriculum development of Quran and Islamic Studies.

- 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 Mission and Islamic Studies in counseling students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
- 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.
- Augment course content in the form of remediation, modification, and enrichment.
- 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 Middle School teacher job opening in SABA Academy. The review of applications will begin immediately.**