



Job Description

OVERVIEW	
Job Title	Arabic Instructor- Adults
Department	Education
Reporting Relationships	Reports to: Education Coordinator
Role Purpose	Instructor is responsible for teaching AFL/ Quranic Arabic to Adults

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
General	Instructor is responsible for conducting placement tests, writing lesson plan, teaching Arabic for adults at different levels of proficiency.
Detailed	<ul style="list-style-type: none"> Write curriculum and lesson plans. Select textbooks. Lead students' orientation/information night. Create an enjoyable, stimulating, and engaging classroom environment for adult students. Teach students at various levels of language proficiency. Conduct placement tests Grade assignments and evaluate students' achievement. Provide transcripts to students. Provides feedback to department of Education. Attend Education meeting as needed.

Necessary knowledge and experience	<ul style="list-style-type: none"> 3 years of experience teaching Arabic to Adults Ability to promote a positive classroom learning environment for adults. Ability to relate to students and the cultural context in which they are living. Completed basic Islamic knowledge courses in an established institution or local mosque. Please provide references. Native speaker of Arabic BS or higher in Arabic Language or Arabic linguistics Must be in good standing with the community. Attend ADAMS Annual teachers training.
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WORKING CONDITIONS	
Work Timings	Part time – weekdays evening and weekend daytime/evening