



Job Description

OVERVIEW	
Job Title	Fairfax Taleem ul Quran Program Assistant Teacher
Department	Fairfax Taleem ul Quran Program (Sunday)
Reporting Relationships	Reports to: Teacher and Principal
Role Purpose	Assistant Teachers are responsible to support the lead teacher in various educational activities.

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Operations	Assistant Teachers are responsible to help implement lesson plans.
Building Relationships	<ul style="list-style-type: none">• Create a safe, nurturing, enjoyable and stimulating classroom environment for the students attending the Taleem Programs• Engage students in the classroom and during recreation sessions.• Serve as a role model for other teachers and students• Work as a team with other staff members• Provide feedback to the lead teacher regarding students' needs.

Necessary knowledge and experience	<ul style="list-style-type: none">• Qualified Quran, Arabic, Islamic Studies Assistant Teacher• Proficiency in Arabic communication skills (Written and Verbal)• Proficiency in English communication skills (Written and Verbal)• Ability to provide organizational support to the lead teacher
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WORKING CONDITIONS	
Work Timings	Sundays (10:00 am-1:00 pm)