



Job Description

OVERVIEW	
Job Title	Taleem UI Qur'an Teacher
Department	TQP ADAMS Sully
Reporting Relationships	Reports to: Branch Secretary
Role Purpose	Teaches Qaadia Noorania, Tajweed rules, and Qur'an reading.

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Operations	<ul style="list-style-type: none"> Teach Qaida Noorania to students learning to read Quran. Teach Quran reading with Tajweed to those students who have finished their Qaida. Help students memorize some short suras
Building Relationships	<ul style="list-style-type: none"> Create a safe, nurturing, enjoyable and stimulating classroom environment for children/youth attending 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 Keep records of all students' attendance Evaluate students and keep records of achievement. Communicate with the parents on a weekly basis. Participate in all school events Reply to parents' emails and inquiries on a daily basis Communicate with school admin and principal Provide feedback to Principal regarding students' needs and achievement. Attend school training.

Necessary knowledge and experience	<ul style="list-style-type: none"> Must read Qur'an with Tajweed. Must have memorized some Quran Surahs with Tajweed. Qaida Noorania trained teachers will be preferred. Must be a team player and able to work in a group. Must have a kind and gentle manner. Fluency in English is a must. Have 1-3 years of experience working with children or youth or teaching youth Ability to promote a positive classroom learning environment for children/ teenagers. 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. BS in Education or related field. Must be in good standing with the community. Must have and demonstrate leadership skills. Must be at least 21 years old.

WORKING CONDITIONS	
Work Timings	Part time: weekday evenings.