



## Job Description

OVERVIEW	
<b>Job Title</b>	CEP Teacher
<b>Department</b>	Education
<b>Reporting Relationships</b>	Reports to: Principal
<b>Role Purpose</b>	CEP Teachers are responsible for conveying basic Islamic knowledge to the students.

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Operations	Teachers are responsible for creating weekly lesson plans with their teaching assistants, conducting and managing class activities. Lesson plans must be submitted to the principal.
Building Relationships	<ul style="list-style-type: none"> <li>Create a safe, nurturing, enjoyable and stimulating classroom environment for children/youth attending programs.</li> <li>Engage students in the classroom and during recreation sessions.</li> <li>Serve as a role model for other teachers and students.</li> <li>Work as a team with other staff</li> <li>Keep records of all students' attendance</li> <li>Evaluate students and keep records of achievement.</li> <li>Communicate with the parents on a weekly basis.</li> <li>Participate in all school events</li> <li>Reply to parents' emails and inquiries on a daily basis</li> <li>Communicate with school admin and principal</li> <li>Provide feedback to Principal regarding students' needs and achievement.</li> <li>Attend school training.</li> </ul>

Necessary knowledge and experience	
<b>Necessary knowledge and experience</b>	<ul style="list-style-type: none"> <li>3 years of experience working with children or youth or teaching youth</li> <li>Ability to promote a positive classroom learning environment for children/teenagers.</li> <li>Ability to relate to students and the cultural context in which they are living.</li> <li>Completed basic Islamic knowledge courses in an established institution or local mosque. Please provide references.</li> <li>BS in Education or related field.</li> <li>Must be in good standing with the community.</li> <li>Must have and demonstrate leadership skills.</li> <li>Must be at least 21 years old.</li> </ul>

WORKING CONDITIONS	
<b>Work Timings</b>	Part time on weekend. Timings are dependent on branch assignment