



## CAREER OPPORTUNITIES



IN THE NAME OF ALLAH, THE MOST MERCIFUL, THE BENEFICENT

**JOIN THE AAIC TEAM**

**NOW  
HIRING**

**QURAN  
TEACHER**

### Job Purpose

AAIC is looking for Qur'an Teachers who are passionate, hardworking, and professional. We seek individuals who have the personal drive, the energy to motivate and inspire their students to love the Quran, and further carry out the duties of a teacher following the Dugsi policies under the Principal and education committee's direction.

### General Responsibilities:

The person selected for the "Tahfeed Quran Teacher" position will be responsible for teaching the Quran to students between the ages of 8 and 17 years during the afternoon, evening & weekend hours at AAIC.

### Responsibilities include but are not limited to:

- Have a good command and understanding of the Qur'an and its science with proper Tajweed & Makharijul huruuf.
- Maintain Islamic etiquette, manners, appropriate behavior, and leadership abilities.
- Build positive communication with students, parents, and the AAIC management to develop and sustain an environment of success for the students of his/her class.
- Perform administrative duties such as student evaluation, routine updates, progress, and strengthening the Quran reading curriculum.
- Work with the principal to carry out daily teaching tasks on time and student progress and punctuality issues.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Maintain discipline per the rules and AAIC Dugsi behavior policy.
- Competent in using MS Office packages (Word, Excel, PowerPoint, and Outlook). This is desirable because teachers will have to use the Dugsi software application for attendance and progress.

### Minimum Qualification:

- Must be at least 18 years of age or older with the ability to work afternoon/evening and weekend hours.
- Experience working with children ages five and older
- Ability to develop good working relationships with students and administration
- Ability to create a stimulating learning environment
- Ability to record and measure progress and raise student aspirations and expectations
- An excellent record of attendance and punctuality
- Commitment to the aims and objectives of AAIC
- Observe and evaluate student's performance and development
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Carry out duties instructed by management.

### Compensation:

AAIC offers a competitive salary. Further information is available upon request.

### Application Process:

You may apply for the position by contacting us via [aaic@abuubakar.org](mailto:aaic@abuubakar.org) and request the job application form. Selected candidates may be invited for a panel interview. The work will begin **on March 6, 2021**. The AAIC Education Committee is subject to update as deems to this job description appropriate with prior awareness of the prospective candidate.

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**AAIC IS A CHARITABLE  
NON-PROFIT 501 (C)(3)  
ORGANIZATION**



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