



Position Title: Youth Islamic Studies Teachers

Reports to: Principal - Maktab Program

Program Overview:

The Maktab Program at the Muslim Family Center is an educational initiative designed to provide comprehensive Islamic education to 350 students aged 5 to 17. The programs are designed to build a solid foundation in Islamic knowledge and practice, fostering students' spiritual growth and moral development. The Muslim Family Center (MFC) is seeking an Islamic studies teacher who will join our team at the Muslim Family Center and teach our students using the An-Nasihah curriculum.

Position Summary:

The ideal candidate should have a bachelor's degree in education or a related field or be enrolled in a bachelor's degree program, as well as experience in teaching children and youth. Familiarity with the An-Nasihah curriculum is a plus but not mandatory, which is a comprehensive and holistic Islamic education program. The candidate should also have good writing and communication skills in English.

Key Responsibilities

Teaching:

- Candidates must be present and available during the entire term.
- The candidate will be responsible for preparing and delivering engaging and interactive lessons, assessing students' progress and providing feedback, and collaborating with other teachers and staff.
- Candidates must be comfortable with the course material and be able to relate the curriculum to different age groups
- Candidates must work with the program principal to develop a sense of community for the students participating in the class.
- Candidates will answer student questions and provide guidance during classes.
- Candidates must be available for supplementary instruction outside of class hours.
- Candidates will assist the program principal and ensure that students receive their graded assigned work promptly within 1-2 days of the exam due date and provide detailed feedback to students so that they are able to learn and improve their future performance.
- Candidates must ensure that child safety protocols are upheld.

Training and Capacity Strengthening:

- The candidate will receive training and support from the An Nasihah team to ensure quality and consistency in teaching.
- The candidate will receive feedback from the program principal and will work collaboratively with the leadership team for quality improvement purposes.

Communication

- Candidates will provide daily updates to parents of students regarding the teaching plan and advancement



- Candidates will attend all public events related to the program to answer parents' questions and provide feedback regarding individual students' performance.
- Candidates will respond to parents' questions, comments, or concerns submitted to them personally or online.

Physical Access Requirements:

- Access to remote/virtual work environment for training prior to the course.
- Physical presence is required during the program's hours

Working schedule:

Monday - Thursday: 5 PM to 8 pm

Sundays: 9 AM - 4 PM

The program runs throughout the year with 4 semesters

The unofficial calendar for the education year 2025 - 2026 is as follows:

- **Spring Term (8-weeks):** April 28 to June 27
- **Summer Term (6-weeks):** July 7 to Aug 21
- **Fall Term (8-weeks):** September 8 to Nov 6
- **Winter Term (6-weeks):** Dec 8 to Feb 5 (winter break from Dec 24 - Jan 4)

Estimated Salary: \$30 to \$40 per hour based on qualifications

How to Apply:

If you are passionate about Islamic education and want to make a positive impact on the next generation of muslims, submit your resume and a brief cover letter detailing your experience to

asma.patel@muslimfamilycenter.org.