



Position Title: Youth Quran 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.

Position Summary:

The Muslim Family Center (MFC) is seeking a Noorani Qaidah and Quran teacher who will join our team at the Muslim Family Center and teach our students. The ideal candidate should have a bachelor's degree in education, Sharia sciences,, or a related field or be enrolled in a degree program, as well as experience in teaching children and youth. Familiarity with Noorani Qaidah and/or having Ijazah sanad and hafiz of Quran or Ijazah Tajweed, is also required. 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.