



JOIN OUR TEAM AT UNIVERSAL ACADEMY OF FLORIDA

A PLACE WHERE FAITH MEETS EXCELLENCE



ABOUT US

Founded in 1992, Universal Academy of Florida (UAF) is a private Islamic school in Tampa, Florida, serving students from daycare through 12th grade. With over 830 students, UAF is ranked among the top Islamic and private schools in the region, recognized for its academic excellence, spiritual nurturing, and innovative learning environment.

UAF is accredited by FCIS, Cognia, and CISNA and is currently pursuing STEM accreditation. We've been nationally recognized as the #3 Islamic school in the U.S. for innovative education, and locally ranked #2 for STEM High Schools, #4 Best Private K-12 School, and #5 Best Private High School in the Tampa Area

VISION & MISSION

To inspire and transform students through a holistic approach to Islamic Tarbiyyah.

Educating the **Whole Child** is a more effective paradigm to teaching today's Muslim youth because it factors in their development **physically, intellectually, socially, emotionally, morally,** and **spiritually**

To teach our students the principles and practices of Islam and prepare them for academic success and good citizenship.

OUR OBJECTIVE

Committed to offering a competitive curriculum while adhering to the highest Islamic and academic standards, we provide a safe, secure school atmosphere, preserving the Islamic identity of our students.



JOB VACANCIES

SCHOOL NURSE

The School Nurse supports the health and well-being of students and staff. This role includes managing daily health needs, medical emergencies, medication administration, health record maintenance, and collaboration with families and staff.



Schedule:

Mon–Thu: 8:00 AM–3:30 PM

Fri: 8:00 AM–1:30 PM



Reports To:

Office Manager & School Principal



Qualifications:

- Valid RN license
- Current CPR and First Aid certification
- Pediatric or school nursing experience preferred
- Strong communication, organizational, and record-keeping skills
- Ability to respond quickly to campus health needs; occasional lifting may be required

Responsibilities:

- Provide nursing care, including first aid, chronic condition management, and emergency response
- Administer medications and maintain accurate records
- Ensure compliance with immunization and health screening requirements
- Monitor and manage communicable diseases in coordination with local health authorities
- Develop and implement Individualized Healthcare Plans (IHPs) and Emergency Action Plans (EAPs)
- Communicate with parents/guardians regarding student health
- Train staff on health protocols and maintain a safe clinic environment



JOB VACANCIES

ELEMENTARY TEACHER

Elementary teachers at UAF are expected to foster an engaging, respectful Islamic learning environment. They deliver relevant and rigorous instruction, support student growth, manage behavior, maintain communication with parents, and contribute to the school's mission and values.



Schedule:

Mon–Thu: 8:00 AM–3:30 PM

Fri: 8:00 AM–1:30 PM

Tuesdays: Staff Meeting 3:30 PM–4:45 PM



Reports To: Department Head



Qualifications:

- Bachelor's Degree (required)
- Florida Teacher Certification or willingness to pursue (preferred)
- Teaching experience (preferred)
- Strong instructional, classroom management, and assessment skills
- Commitment to Islamic values and professional conduct
- Proficiency in instructional technology

Responsibilities:

- Design and deliver lesson plans aligned with academic standards and Islamic values
- Use varied teaching methods to meet diverse student needs
- Assess student progress regularly and maintain records
- Address academic and behavioral issues in collaboration with staff and administration
- Maintain classroom discipline using effective management strategies
- Communicate professionally with parents
- Participate in professional development and contribute to school initiatives
- Uphold school policies, Islamic ethics, and local/state regulations
- Perform additional duties as assigned



JOB VACANCIES

SCHOOL COUNSELOR

Universal Academy of Florida is a private Islamic school dedicated to nurturing students holistically—spiritually, academically, socially, and emotionally. We are seeking a compassionate and student-centered School Counselor to provide academic guidance, college and career planning, and social-emotional support. This role collaborates closely with faculty, administration, and families to help students achieve their full potential within an Islamic framework.



Type: Full Time



Reports To: Principal



Qualifications:

- Strong knowledge of academic planning, college admissions, and student counseling
- Commitment to Islamic values and professional integrity
- Excellent organizational and communication skills
- Ability to work collaboratively and maintain confidentiality

Responsibilities:

- Guide students in academic, career, and college planning
- Provide support for students with academic, social, and emotional challenges
- Coordinate enrichment opportunities such as Curriculum and Career Fairs
- Meet with seniors to track graduation status and college readiness
- Assist with college applications, scholarships, and standardized test preparation
- Maintain accurate student records, including transcripts and assessment scores
- Help students select appropriate courses aligned with career interests
- Refer students and families to internal and external support services
- Support the implementation of the K-12 guidance curriculum
- Assist in managing the AP Program
- Participate in professional development
- Fulfill one extracurricular responsibility per school year



JOB VACANCIES

FEMALE COACH

Universal Academy of Florida is a private Islamic school committed to academic excellence, character development, and promoting a healthy lifestyle rooted in Islamic values. We are seeking passionate and experienced female coaches to lead and support our girls' soccer and basketball programs across elementary, middle, and high school levels.



Type: Part-Time / Seasonal



Reports To: Athletic Director



Qualifications:

- Female, in alignment with school policy
- Prior experience coaching soccer and/or basketball
- Strong knowledge of youth training techniques and game rules
- Ability to lead, mentor, and motivate student-athletes
- CPR/First Aid certified (or willing to obtain)
- Committed to Islamic values and a positive athletic culture
- Reliable, organized, and able to manage groups effectively

Responsibilities:

- Plan and conduct regular practices and training sessions
- Develop student-athletes' fitness, skills, teamwork, and understanding of the game
- Promote sportsmanship and Islamic values on and off the field/court
- Supervise student-athletes during practices, games, and travel
- Communicate expectations and schedules with students, parents, and staff
- Ensure safety and well-being during all athletic activities
- Coordinate logistics with school staff for games, transportation, and uniforms

Preferred:

- Background in physical education or youth coaching
- Experience with school athletic programs and diverse student communities

READY TO JOIN OUR TEAM?

At Universal Academy of Florida, you'll be part of a mission-driven community dedicated to excellence in academics, character, and faith. If you're passionate about shaping the future through education and Islamic values, we invite you to apply and grow with us.

APPLY TODAY!



Send your resume to: Employment@uaftampa.org

www.uaftampa.org/employment-opportunities

WE LOOK FORWARD TO WELCOMING DEDICATED, INSPIRING PROFESSIONALS TO THE UAF FAMILY