

An-Noor Qur'an Academy



Job Opening - Quran Hifdh Teacher's Assistant (TA) An Noor Qur'an Academy at Islamic Association of Raleigh (IAR) www.annoorquranacademy.org (919) 834-9537

Background:

- An Noor Qur'an Academy (ANQA) offers a full time Qur'an memorization program for grades 3 to 8. There are fifty-five students enrolled in the full-time program. Over 45 students have completed the memorization since the school was established in 2009.
- ANQA offers an After-School & Weekend Program for alumni Huffadh for Hifdh review and strengthening.
- ANQA offers Qur'an learning programs to the entire community.
- Huffadh assist with leading Taraweeh prayers at local Triangle Masjids, including the Islamic Association of Raleigh, North Raleigh Mosque, Islamic Center of Morrisville, Islamic Center of Cary, Shaw University Masjid, and High Point Mosque.

ANQA Mission:

To establish an institution that will nurture a strong connection with the Book of Allah, the Glorious Quran, through its memorization, understanding and implementation, and develop well-rounded future leaders who are guided by the Qur'an and Sunnah.

General Responsibilities:

The person selected for the "Quran Hifdh Teacher's Assistant" position will be responsible for helping to teach Quran Hifdh. Responsibilities include but are not limited to the following:

- Assist the School staff in teaching curriculum for various levels of Qur'an memorization program.
- Able to work with students one-on-one or in a group format and help them in completing the daily assignment: old, nearest and new.
- Assist the School staff in developing and teaching curriculum to recite Qur'an with proper tajweed and teach proper recitation.
- Assist the School Director and the Hifdh Department Head as needed.
- Report directly to the School Director or his/her designee.
- Perform administrative duties such as student evaluation, routine updates of student progress as requested by the School director or hifdh department head.
- Attend any scheduled meetings if requested by the Director or Hifdh department head.
- Maintain good relationship consistent with Islamic and US practices with parents, students, and co-workers.
- Additional duties may be added with mutual consent of the School and the Teacher.

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- Perform administrative duties such as student evaluation and routine updates of student progress.
- Maintain good relationship with parents, students, and co-workers consistent with Islamic and US practices. Behavior and conduct should be exemplary for students to emulate.
- Cooperate with lead Hifdh teacher in carrying out daily teaching tasks in a timely manner.
- Work to improve and strengthen the Hifdh curriculum in collaboration with peers.
- Comply with the guidelines specified in the teacher's handbook.
- Maintain punctuality and conduct all tasks in a professional manner.

Required Knowledge, Skills, and Abilities:

- Experience teaching Qur'an in the U.S.
- Must have strong fluency in the Holy Qur'an
- Experience working with children ages 7 and older
- Fluency in English

Preferred Knowledge, Skills, and Abilities:

- Strong Islamic character with good communication, organizational and leadership abilities.
- Associate degree or higher from an accredited school is encouraged.
- A strong understanding and application of Islamic etiquettes, manners, and appropriate behavior.
- A thorough understanding of challenges Muslim children face in today's environment.
- Proficiency with computer skills.
- Ability to relate well to youth of all ages and adults.
- Provide well-supervised, high-quality Quran Hifdh programs for the youth.
- Option to teach in the after school and weekend program for additional compensation will be subject to availability, qualification, and teacher interest.
- Valid driver's license.

Compensation

Personnel policy governs work conditions and benefits. All staff members are on temporary employment for the first 90 days and employment is reviewed annually. IAR offers competitive salary and benefits program. Further information is available upon request.

How to Apply

IAR is an equal opportunity employer. Please send your resume and references to An-Noor Quran Academy: < jobs@annoorquranacademy.org >

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