

## Job Description for Elementary Homeroom Teacher

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### **About the Institution**

The Sirat School is Uthman Academy's newly launched initiative to provide a holistic and classical education from kindergarten through high school. The Sirat School's curriculum blends classical Islamic sciences (Quran, hadith, aqidah, and fiqh) and Arabic with the rigorous study of mathematics, language arts, science, and social studies. Beyond providing rigorous academics, Sirat School focuses on development of the whole person (spiritual, emotional, intellectual, and physical) and cultivation of noble character.

Masjid Uthman (Muslim Community Association of the Western Suburbs), founded in 2005, operates a masjid and academy (Uthman Academy) in Lombard, Illinois. The masjid conducts all five daily prayers, Jumu'ah, tarawih, evening lectures, and community programs. Uthman Academy operates a variety of educational programs for children and adults (e.g. full Quran memorization, an evening adult academy, after school children's Islamic studies, etc.) Annual enrollment exceeds 600.

Masjid Uthman operates from two locations in the western Chicago suburb of Lombard, Illinois. One location is a 43,000 SF, 3 story building, and the other is a beautiful, purpose built, 21,000 SF masjid on a 4.6 acre site on Roosevelt Rd, near Tollway I-355.

Masjid Uthman is a 501(c)(3) registered non-profit. For more information on Masjid Uthman, please see our website at [masjiduthman.org](http://masjiduthman.org). For more information on Sirat School, please see [sirat.org](http://sirat.org).

### **Position Overview**

The Elementary Homeroom Teacher is the main teacher for any one of Sirat School's elementary classes (Grades K through 3). He or she provides core instruction, guidance, and counsel to students of the class and is responsible for the overall academic and character development of students.

The Elementary Homeroom Teacher position may start as early as May and as late as early July for the 2025-2026 academic year. **If you meet the qualifications listed below and are interested in applying, please see the How to Apply section below.** You may email questions to [HR@masjiduthman.org](mailto:HR@masjiduthman.org).

### **Roles and Responsibilities**

Tasks and responsibilities include:

1. Provide instruction in all or most subjects of the Sirat School curriculum, including English, math, science, Islamic Studies, Quran, and social studies. (Some subjects, such as Arabic, art, and physical education may be taught by other teachers.)
2. Guide and counsel students in faith, mindset, and manners to develop their overall character.
3. Coach students in developing a love and connection with Allah and His Prophet. Implant a mindset based on firm conviction in Allah.
4. Cultivate beautiful manners in daily life, from greeting and speaking to eating and sitting.
5. Assess and provide overall guidance on students' academic and character development.
6. Act as the main point of contact for parents and school administrators.

7. Perform various class administrative tasks, such as taking attendance, planning activities, creating syllabi, delivering announcements, and completing assessments.

### **Qualifications and Traits**

The following are the objective qualifications for this position:

1. Deep commitment to Islamic faith, practice, and morals. Exemplary model of character.
2. A Bachelor (or Master) degree from an accredited college or university.
3. Demonstrated fundamental Islamic knowledge, including knowledge of basic beliefs, purity and prayer, sirah and lives of the sahabah, daily etiquettes, and daily duas.
4. Ability to read the Quran with tajwid.
5. Two or more years of classroom experience.

The ideal candidate will possess the following traits:

1. Willingness and even eagerness to adopt the Sirat School philosophy of Islamic and classical education.
2. Passion and enthusiasm for the mission of the academy and overall institution and in cultivating students. Initiative and ownership in student learning.
3. A love of children and ability to engage in their positive mentorship and wise discipline.
4. Strong natural teaching instincts and talent.
5. Quality orientation and attention to detail.
6. Excellent organizational skill, discipline, and overall professionalism in appearance and behavior.
7. Willingness to learn, adopt a growth mindset, and continuously improve including the ability to adopt classical education methods.
8. Strong interpersonal skills; collaborative mindset; team orientation; approachable; humble.
9. Intellectual curiosity and commitment to lifelong learning and reading for pleasure.
10. Excellent verbal and written communication skills.
11. Demonstrated learning ability and intelligence.

### **Compensation and Benefits**

The Elementary Homeroom Teacher is a full time W2 employee position compensated twice monthly. Benefits, such as paid time off and child discounts on tuition, will also be provided.

### **Standards and Procedures**

As with all personnel, candidate will be expected to adhere to general policies, standards, and procedures adopted and amended from time to time, including but not necessarily limited to the terms of offer, the Masjid Uthman Work Agreement, and generally accepted standards for professional work.

### **How to Apply**

To apply for this position, please email your resume and cover letter to [HR@masjiduthman.org](mailto:HR@masjiduthman.org). We will respond to you by email or your provided phone number with additional information. The application process for shortlisted candidates will involve a phone pre-screen and onsite interviews.