

Sirat Hifz Teacher Job Description

Role: Hifz Teacher (Part-Time or Full-Time)

Location: Sirat

Employment Type: Part-Time or Full-Time, W-2

Grade Levels: 4th Grade

Hours: Hifz instruction is conducted on a **half-day schedule**. Final schedule and employment status (part-time or full-time) will be determined based on role configuration

Position Overview

Sirat is seeking 2 qualified and nurturing **Hifz Teachers (one male, one female)** to lead Qur'an memorization instruction for elementary students. The Hifz Teacher is responsible for guiding students toward memorization of the Qur'an with accurate pronunciation (makhārij) and proper application of tajwīd, while ensuring consistent revision and retention of previously memorized portions.

The Hifz Teacher plays a central role in cultivating students' love for the Qur'an, strengthening their faith, and developing discipline, adab, and consistency. The Hifz Teacher reports directly to the Principal.

Role Structure & Scheduling Options

This position offers flexible configurations based on school needs and candidate availability:

- **Part-Time Option:**
 - Half-day Hifz instruction for **one grade level**
- **Full-Time Option (Two Possible Configurations):**
 - Half-day Hifz instruction for two different grade levels (morning and afternoon)
 - OR

- Half-day Hifz instruction combined with half-day ELA and/or Math instruction

Final role configuration will be determined collaboratively during the hiring process.

Roles and Responsibilities

Tasks and responsibilities include, but are not limited to:

- Guide students in memorizing daily New Lessons, at an appropriate pace based on ability and readiness.
- Listen to and assess daily Attached Lessons and Revision, ensuring retention and accuracy of previously memorized portions.
- Ensure correct application of tajwīd rules and accurate letter articulation (makhārij).
- Accurately record and monitor student progress, attendance, and assessments in designated tracking systems.
- Conduct or assist in assessments, evaluations, and examinations in accordance with Sirat's procedures.
- May collaborate with other teachers to deliver instruction in tajwīd, Islamic studies, sīrah, fiqh, or 'aqīdah, as appropriate.
- Monitor and mentor students to instill strong Islamic values and etiquette, including:
 - Firm faith and conviction in Allah (īmān and yaqīn)
 - Respect for others (ikrām)
 - Cleanliness, grooming, and personal responsibility
 - Love for the Qur'an and the dīn
 - Consistent performance of prayers and daily du'ā'
- Arrive at least 10 minutes prior to instructional time and remain up to 15 minutes after dismissal to ensure proper student supervision.
- Implement and uphold school policies and procedures, including those related to discipline, prayer, lunch, and recess.
- Participate in school-wide responsibilities and professional activities, which may include:
 - Staff meetings and performance reviews
 - Teacher training and professional development
 - Parent-teacher conferences

- Parent workshops and school events
- Graduation or recognition ceremonies
- Collaborate with administration in refining and improving Qur'an memorization policies, guidelines, and procedures.
- Maintain professional conduct and contribute positively to the Sirat community.

Qualifications and Preferred Traits

Required:

- Complete memorization of the entire Qur'an, with the ability to recite from memory
- Advanced proficiency in tajwīd and accurate pronunciation
- Minimum 2–3 years of experience teaching children, preferably in Qur'an memorization
- Ability to work effectively with elementary-aged students in a structured environment

Preferred:

- Experience teaching Hifz in a formal institutional setting
- 3+ years of full-time Qur'an memorization teaching with graduated students
- Advanced tajwīd training or ijāzah in Ḥafṣ or other qirā'āt
- Background or training in education, child development, or classroom management
- Basic proficiency in English writing and computer skills (e.g., Microsoft Word, Excel)

Compensation and Benefits

- Competitive compensation; exact pay is commensurate with education and experience
- Part-time or full-time W-2 employee
- Eligibility for benefits based on employment status, which may include:
 - Paid time off (for full-time roles)
 - Child tuition discounts
 - Additional benefits as defined by school policy



Standards and Procedures

As with all personnel, the candidate is expected to adhere to all general policies, standards, and procedures adopted and amended from time to time, including but not limited to:

- The terms of offer
- The Masjid Uthman Work Agreement
- Generally accepted standards for professional conduct and work

How to Apply

To apply for this position, please email your **resume and cover letter** to:

HR@masjiduthman.org

Shortlisted candidates will be contacted by email or phone. The application process includes a phone pre-screen, an in-person demo lesson and onsite interviews.