

# Job Description for Part-time Elementary Teacher

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## **Role: Part-Time Elementary Homeroom Teacher (KG–4th Grade)**

**Location:** Sirat

**Employment Type:** Part-Time, W-2

**Grade Levels:** Possibility of grades KG through 4th

**Hours:** Part-time schedule; specific days and hours to be determined based on school needs and candidate availability

## **Position Overview**

Sirat is seeking a dedicated and nurturing **Part-Time Elementary Homeroom Teacher** to support classroom instruction during the academic year. This role works closely with school leadership and instructional staff to provide high-quality academic instruction while nurturing strong Islamic character, manners, and faith in students.

The Part-Time Homeroom Teacher may teach core academic subjects or designated specials, including such as Qur'an, Arabic, Art, and PE.

## **Roles and Responsibilities**

Tasks and responsibilities include, but are not limited to:

- Provide instruction in core subjects of the Sirat curriculum, which may include English, Math, Science, Islamic Studies, History, Social Studies, or any of the above-mentioned specials.
- Support students' development in faith, mindset, and manners, contributing to their overall character growth.
- Reinforce a love and connection with Allah and His Messenger ﷺ, helping cultivate firm conviction in Allah through daily instruction and interaction.
- Model and cultivate beautiful manners (adab) in classroom routines and daily school life, including speech, greetings, behavior, eating, and sitting.
- Assess student learning within assigned subjects and communicate progress with school leadership and relevant teaching staff.
- Collaborate with administrators and fellow teachers to maintain consistency in academic expectations and classroom culture.
- Maintain a structured, warm, and engaging learning environment aligned with Sirat's mission and values.
- Participate in school-wide responsibilities and professional activities, which may include:
  - o Staff meetings and performance reviews

- o Teacher training and professional development
- o Parent-teacher conferences
- o Parent workshops and school events
- o Graduation or recognition ceremonies

## Compensation and Benefits

- Competitive compensation; exact pay is commensurate with education and experience
- Part-time W-2 employee
- Eligibility for select benefits as defined by school policy, which may include:
  - o Paid time off
  - o Child tuition discounts
  - o Additional benefits based on role scope and hours

## 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, 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 onsite interview, a live demo lesson, and concludes with a final interview.