

Job Description for Elementary Homeroom Teacher

Role: Full-Time Elementary Homeroom Teacher (KG–4th Grade)

Location: Sirat

Employment Type: Full-Time, W-2

Grade Levels: Possibility of grades KG through 4th

Hours: Monday – Friday, 7:45AM- 3:45PM

Position Overview

Sirat School is seeking a dedicated and nurturing **Full-Time Elementary Homeroom Teacher** to lead a classroom for the academic year. The Homeroom Teacher serves as the primary educator and mentor for students, delivering core academic instruction while cultivating strong Islamic character, manners, and faith.

The Homeroom Teacher teaches all subjects except designated specials, which may include Qur'an, Arabic, Art, and Physical Education.

The candidate's preference for a particular grade level will be taken into consideration, but final decisions will be made once all positions are filled.

Roles and Responsibilities

Tasks and responsibilities include, but are not limited to:

- Provide instruction in all or most subjects of the Sirat School curriculum, including English, Math, Science, Islamic Studies, History, and Social Studies.
(Some subjects such as Qur'an, Arabic, Art, and PE may be taught by specialty teachers.)
- Guide and counsel students in faith, mindset, and manners, supporting their overall character development.
- Coach students in developing a love and connection with Allah and His Messenger ﷺ instilling firm conviction in Allah.
- Cultivate beautiful manners (adab) in daily school life, including speech, greetings, behavior, eating, and sitting.
- Assess, track, and provide guidance on students' academic progress and character development.
- Serve as the primary point of contact for parents and school administrators regarding student progress and classroom matters.
- Maintain a structured, warm, and engaging classroom 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 salary; exact compensation is commensurate with education and experience
- Full-time W-2 employee, compensated twice monthly
- Benefits include:
 - o Paid time off
 - o Child tuition discounts
 - o 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, 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.