



**POSITION:** Assistant Teacher – Full-Time Position

**REPORTS TO:** Director of Operations

### **ABOUT AL-HADI**

**Mission:** Provide academic excellence for all students in a safe and healthy environment following Islamic values.

**Vision:** To foster students' optimal potential and leadership skills by inculcating a spirit of lifelong learning based on Islamic principles.

### **Summary:**

Assistant Teachers are responsible for performing a number of tasks, both instructional and administrative in nature. They need to provide additional support to students and teachers within an educational setting. These professionals should deliver information accurately while maintaining the expected level of professionalism.

Like in any other instructional job, assistant teachers must possess excellent communication skills so that they will be able to communicate well with students of diverse backgrounds. They plan lessons, bulletin board displays, exhibits, equipment, and demonstrations for students. They supervise classroom behavior and assist students with work so that the teacher can concentrate on teaching.

Additionally, assistant teachers are accountable for observing student behavior in context to educational needs and dilemmas and report to the lead teacher for the assessment. In the event of the lead teacher's absence, this professional must be ready to take full control of the classroom. A very important part of an assistant teacher's duty is to follow lesson plans according to the individual needs of students. They do this by analyzing each individual student's social, emotional, and physical development.

### **Qualification**

- Associate degree (Required)
- Bachelor degree (Preferred)
- Experience working with children.
- CPR Certification.
- Must be fluent in English

### **Assistant Teacher Duties and Responsibilities**

- Implement classroom core curriculum and instructive programs for children in the absence of the supervising teacher.
- Assist lead teacher in lesson delivery and presentation.
- Administer the behavior of students to create a safe classroom environment.

- Uphold classroom vigorous environment conducive to learning and suitable to the physical, social, and emotional development of students.
- Perform general administrative tasks such as filing, record-keeping, and taking phone messages.
- Maintain records and compile varied reports in an accurate and timely manner.
- Create a nurturing, helpful and compassionate environment for children.
- Provide primary care to assigned students.
- Help teachers create and implement age-appropriate activities.
- Prepare and organize different teaching aids for use in the classroom.
- Heat up and serve lunches, and assist children in eating.
- Maintain a clean, safe, and fully organized classroom.
- Assist with execution of individual development plans.
- Maintain files and records of children's progress.
- Participate in teacher-parent meetings when invited by the lead teacher.
- Develop curiosity, exploration, and problem-solving skills among children.
- Manage emergencies during and after school.
- Take initiative in organizing extra-curricular activities, special events, and workshops.
- Maintain a cooperative attitude of working together with the teacher, volunteers, and parents.
- Display student's work on bulletin boards.
- Conduct self professionally.
- Have strong communication skills both verbal and written.

**\*Perform other duties as may be assigned by the Coordinator & Principal.**