



## Islamic Foundation North Sunday School Teacher's Job Description

### **About IFN:**

Alhamdulillah, The Islamic Foundation North (IFN) Masjid was opened on July 2, 2004. IFN was established in 1977 in the northern suburbs of Chicago to fulfill the Muslim community's religious, social, and cultural needs. The Foundation had a modest beginning. It started in the community center of the Naval Base in Great Lakes. As the community grew, it later moved into bigger rented facilities in Grayslake and Libertyville.

Since its inception, IFN offered a wide spectrum of services to the Muslim community of northern suburbs and southeast Wisconsin. Today, IFN is one of the most active and leading Islamic centers in the Chicagoland area, specifically Lake County. IFN has been involved in interfaith dialogue with different religious groups including Christians and Jews to foster a better understanding between various ethnic groups.

IFN Sunday School is administered and governed by the IFN. The weekend school IFN Sunday School (IFNSS) consists of Principal, Vice-Principal, Teachers and Volunteers whose true passion is teaching. In small classes, our teachers engage students as good Muslims and guide their learning experience through Islamic perspectives.

IFN is seeking enthusiastic Islamic school teachers who are committed to teaching and learning in an Islamic environment. IFN expects full time teachers to be professionally competent, have strong leadership qualities, participate in professional development activities, and to engage in institutional and departmental services. Computer proficiency is preferred.

Applicants should be current and skilled in their use of evolving technologies, active in promoting critical thinking, and committed to challenging our students to be knowledgeable, ethical, and capable global Muslim citizens.

**Job Title:** IFN Sunday School Teacher (Pre-K to 8th Grade) for Quranic/Arabic Studies, Islamic Studies and Islamic History

**Supervision of:** IFN Sunday School Students and Assistant Teachers.

### **Qualifications and Experience:**

- A bachelor's degree in any discipline from the recognized university or a minimum of two years of classroom teaching experience (within the past 3-4 years) are required.
- Also required are at least two years of Islamic school experience, demonstrated proficiency in Islamic History and Islamic Studies.
- For Qur'an/Arabic classes, teachers must have proficient knowledge in tajweed (certification in tajweed is preferred).
- Operational knowledge of the Internet and web-related technologies is a plus.
- Well versed in Qur'an and Islamic knowledge.



- Effective verbal and written communication skills

**Preferred Qualifications**

This job requires a high-level of patience, as well as compassion, knowledge and dedication. Experience teaching in schools, or an equivalent curriculum is a plus.

**Role and Responsibilities:**

- Construction of a course syllabus, consistent with the generic course syllabus that stipulates course objectives, content, and grading criteria.
- Preparation of course presentations and instructional materials for classroom instructions.
- Delivery of instruction, including being prepared for and meeting courses at scheduled times.
- Maintenance of clear records on student performance, as well as any other factors such as attendance involved with the grading of students.
- Compliance IFNSS policies and procedures including but not limited to submission of midterm and final grades, keeping office, and decisions regarding instructional matters such as texts, assignments, and grading standards;
- Participation and compliance with decisions regarding instructional matters such as texts, assignments, and grading standards.
- Participation in IFNSS institutional assessments of student learning.
- Participation in IFNSS wide activities as assigned by the Principal and Vice Principal.
- Compliance with IFN policies and procedures.

**Additional Information:**

IFN encourage applications from teacher candidates who reflect the increasing diversity of Sunday school's student body and IFN community, who will enhance and promote engagement with others and have a demonstrated commitment to working with and as part of a student body of IFN community.

The academic calendar consists of 34 working Sundays. The IFN also expects full time teachers to participate in professional development activities and to engage in Sunday School services.

**Compensation:**

The hiring range for full time faculty is based on a 9 month, no overload contract. The salary for the 2016-17 academic year is \$15.00 per period. A candidate may choose to apply for this position as a volunteer but he/she will be subjected to the same standards and performance that are applicable to the paid faculty member.

On campus screening interviews will be conducted by the search committee with selected applicants, and are anticipated to be held during June/July , 2016.

The faculty member appointed to the position begins employment on August 21, 2016.

**Application Instructions:**

To become an applicant, interested individuals must submit their interest to [ifnss.jobs@ifnonline.com](mailto:ifnss.jobs@ifnonline.com) with electronic copies of a cover letter and resume. List of three (3) references with contact information should be provided upon request.