



AL-FALAH ACADEMY

A full-time Islamic School in Gwinnett County
4805 Lawrenceville Highway Suite 220, Lilburn, GA. 30047
(678) 502-7211 and (678) 380-0201

2020-2021 Employment Opportunities

Al-Falah Academy is a private Islamic full-time school going into its 11th year of operations. We serve students in grades Pre-K3 to 12th grade in the north metro Atlanta, Georgia area. We are enrolling over 450 students in the coming school year. We enjoy a very committed staff as well as strong parent support, and we have worked hard to fulfill our motto: "Excellence and Success." We are seeking professional, dedicated staff members for a long-term commitment.

TEACHING POSITIONS FOR THE UPCOMING 20/21 SCHOOL YEAR:

- **Elementary classroom teachers: PreK to 5th grade**
- **Assistant Teacher for PreK: fluency in Arabic required**
- **Middle/High School subject teachers: English, Math, Science, Social Studies**
- **Islamic Studies Teacher**
- **Arabic Teacher**
- **Art Teacher**
- **PE Teacher**

Professional Qualifications—Teaching positions: All applicants should show evidence of the following required qualifications:

- Bachelor's degree or higher, with a major concentration in the specific subject area of teaching
- Either certification in Education or a degree in Education
- Minimum one year of classroom experience in an American setting, and authorized to work in the US
- A working knowledge of computers, the internet, and basic document applications
- FOR ISLAMIC STUDIES: A degree in Islamic Studies from an accredited university, or completion of a full recognized Alim/Alima program; certification in Teaching or willingness to pursue this via an alternate route.
- FOR ARABIC: Ability to speak and write Modern Standard Arabic; familiarity with the ACTFL standards; certification in Teaching or willingness to pursue this via an alternate route.

- FOR PHYSICAL EDUCATION: A degree in PE or related field; certification in teaching or willingness to pursue this via alternate route; experience in coaching preferred
- FOR ART: A portfolio demonstrating aptitude in a variety of modes and formats of art: 2D, 3D, computer-based, etc.; certification in Teaching or willingness to pursue this via an alternate route.
- FOR PRE-K ASSISTANT TEACHER: Fluency in Arabic; certificate in Noorani Qaida or willingness to obtain it

ADMINISTRATIVE POSITIONS FOR THE UPCOMING 20/21 SCHOOL YEAR:

- 1. Assistant Principal for Instruction: Elementary Grades (PreK-5th)**
- 2. School Guidance Counselor**
- 3. Administrative Assistant for Student Services**

1. Assistant Principal for Instruction: PreK to 5th Grades

Responsibilities:

- Instructional Coach for Teachers, implementing and training in best practices in teaching and learning, individually and in workshops for groups
- Data Leader, teaching teachers to compile, interpret, and act upon student data
- Resident expert or go-to person on CCSS, Integrated Thematic Units, The Daily 5/CAFÉ, Eureka Math, and other elementary curricular resources
- Managing Discipline/Escalated Behavior Incidents in that grade band
- Coordinating Parent meetings with teachers on areas of escalated concern
- Grant coordinator for federal grants such as Title 2 (Supporting Effective Instruction) and Title 4A (Student Support and Academic Enrichment)
- Managerial tasks, ensuring staff compliance with routines, procedures, protocols, and rules

Professional Qualifications:

- Master's degree or higher, with a major concentration in Education, Ed Leadership, Curriculum and Instruction, or the like
- Minimum 5 years of classroom experience in an American setting, and minimum 1 year in a leadership position
- Authorized to work in the US
- A working knowledge of computers, the internet, and basic document applications

2. School Guidance Counselor

Responsibilities:

- Academic Counseling
- College and Career Counseling
- Social/Emotional Counseling and SEL Curriculum Coordination

Professional Qualifications:

- Master's degree or higher, with School Guidance Counseling concentration or similar
- Minimum 1 year of experience teaching in class settings and counseling
- Ability to empathize with students and communicate clearly and positively
- Deeply aware of the developmental stages of child/adolescent growth as well as abnormalities for age-appropriate solutions and interventions
- Authorized to work in the US
- A working knowledge of computers, the internet, and basic document applications

3. Administrative Assistant for Student Services

Responsibilities:

- Manages the JupiterEd LMS (Learning Management System), which operates our gradebook, attendance, discipline entries, parent communications, etc
- Manages our MAP (Measuring Academic Progress) data entry and report organization, our Destiny inventory software, HelpCounter for parents' service, Carpool software and tags, Time clock for employees, etc
- Manages our academic online subscriptions, like Raz-Kids, IXL, Study Island, Reflex Math, etc
- Manages other school software or subscriptions as needed; setting up relevant staff and students; entering data and pulling reports; and providing staff with information as needed
- Sets up teacher work day needs, parent events, whole school meetings, Coffee Conversations, etc.
- Maintains and updates all our school calendars; creates topic-specific calendars for more event visibility
- Supports our Marketing and Advancement Director, updating our social media with approved photos and announcements
- Liaises with our PTO to support their events
- Member of our events committees (graduation, field day, Eid, etc)
- Assists Principal with communications, meetings, events, PD prep, etc.

Professional Qualifications:

- Technical computer skills and recent experience in operating multiple software applications; ability to learn to manage new software products and research software solutions
- Organizational skills, especially with Excel
- Ability to multitask in a busy office environment, with several categories of users (staff, parents, students, vendors, both face-to-face and online)
- Courteous, positive, solutions-oriented

Professional Dispositions for all Employees

- A commitment to quality and rigor
- Excellent communication skills
- Ability to work collaboratively with colleagues and parents
- Ability to form mentoring relationships with children
- Conscientiousness about professional responsibilities involving time management, documentation (plans, grading, reports, parent communications, etc), and safety
- Eagerness to share best professional practices, lead projects, and try innovative techniques, all with the goal of improving student performance
- Commitment to the growth and improvement of Al-Falah Academy and Islamic education

Please email your resume and a cover letter indicating the position you desire and examples of how you meet our requirements to: jobs@alfalahacademy.com. Interviews will begin immediately, insha'Allah. Teaching Applicants would need to bring a portfolio of teaching artifacts to the interview and be willing to demonstrate teaching skills. References will be checked. Compensation is competitive and commensurate with education and experience. Benefits package available.