



AL FALAH ACADEMY

A full-time Islamic School in Gwinnett County

Spring 2023 Employment Opportunities

POSITION TITLE: Full Time Teachers for: Math, English, Science, Social Studies

POSITION SUMMARY: To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students. Consult with teachers, staff, and parents to enhance effectiveness in helping students. To provide support to the educational program at the school.

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

REPORTS TO: Vice Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential by:
 1. Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning;
 2. Instruct and monitor students in the use of learning materials and equipment.
 3. Use relevant technology to support and differentiate instruction and adapting teaching methods and materials to meet the interests and learning styles of students;
 4. Manage student behavior in the classroom by establishing and enforcing rules and procedures;
 5. Maintain discipline in accordance with the rules and disciplinary systems of the school;

6. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs;
 7. Establish and communicate clear objectives for all learning activities by: preparing classroom for class activities; providing a variety of learning materials and resources for use in educational activities;
 8. Observe and evaluate student's performance and development.
 9. Assign and grade class work, homework, tests and assignments.;

 10. Assisting students with looking at career and college major opportunities;
 11. Guiding and helping each student to develop and choose courses consistent with his/her interests, abilities and career plans;
 12. Conduct in-service training sessions for teachers, students, and parents relative to using and implementing positive behavior strategies and methods within and out of the classroom;
- To facilitate small groups for individual students with identified, common needs
 - To refer students and parents/guardians to appropriate school and community resources;
 - Other duties as assigned by the administration

SKILLS REQUIRED:

- Establish and pursue goals to improve professional competence
- Strong interpersonal and leadership skills
- Work in a supportive and collaborative role with colleagues
- Maintain knowledge of current trends and practices in content and core subject areas
- Maintain and uphold ethical standards