

**Job Opening - Quran Hifz Teacher  
An-Noor School  
Islamic Association of Raleigh, NC**

## **Job Description**

### **Background**

The Islamic Association of Raleigh (IAR) serves a growing Muslim community with an active base of over 3000 weekly participants. This is an active center providing services for both genders and all ages. Among the activities IAR coordinates are programs focusing on growing population of Muslim children. Besides offering a full time Islamic School, and Weekend School, IAR's Shura Council has recently approved the status of An-Noor Quran Memorization School (An-Noor) as a permanent School after successful completion of one year pilot program. The School is for both genders from grades 3 to 6. The first day of the 2010-2011 school year is August 16.

### **General Responsibilities of Hifz Teacher**

An-Noor School is looking for a full time Lead Hifz Teacher who will be responsible for the following tasks

- Develop Curriculum for various levels of Quran memorization program
- Develop Curriculum to recite Quran with proper Tajweed and teach proper recitation
- Perform administrative duties such as student evaluation, routine updates of student progress.
- Participate and help in organizing events for An-Noor such as Itikaafs, guest speaker and Quran Memorization Competitions.
- Maintain good relationship consistent with Islamic and US practices with parents, students, and co-workers.

### **Required Knowledge, Skills, and Abilities**

- Hafiz and be able to recite with proper tajweed.
- Proven track record of working with a Quran Hifz programs.
- Experience working with young children (8 years and older)
- Fluent in English

### **Preferred Knowledge, Skills, and Abilities**

- Strong Islamic Character with good communication, organizational and leadership abilities
- BS/BA from an accredited school or working towards it

- A strong understanding of Islamic etiquettes, manners, and appropriate behavior
- A thorough understanding of challenges and hardships Muslim children face in this environment
- Type and learn computer applications as needed
- Ability to relate well to elementary age youth, teenagers and adults
- Provide well-supervised, high-quality elementary and teen Quran Hifz programs
- Meet deadlines with a positive attitude
- Have a valid driver's license

**Reports to:** Chairperson An-Noor School Committee of the IAR (Islamic Association of Raleigh)

**Compensation:** Personnel policy governs work conditions and benefits. All staff members are on probation for the first 90 days and are reviewed annually. IAR offers competitive salary and benefits program.

**How to Apply:** IAR is an equal opportunity employer. Send your resume to:  
An-noor@islam1.org