



# Uthman Academy

Academic Enrichment Program

## Job Description

### **About Masjid Uthman**

Masjid Uthman (Muslim Community Association of the Western Suburbs), founded in 2005, operates a masjid and academy (Uthman Academy) in Lombard, Illinois. The masjid conducts all five daily prayers, Jumu'ah, tarawih, evening lectures, and community programs.

Uthman Academy operates a full time Quran memorization (hifz) program, an evening adult 'alim and Arabic course, an after school children's Islamic studies program (maktab), an after-school hifz program, a Sunday maktab, an academic enrichment program for hifz students and various weekly adult tajwid classes. The Quran memorization program has graduated more than 60 huffaz since its inception. Annual student enrollment in the various programs has exceeded 600.

Masjid Uthman operates from two locations in the western Chicago suburb of Lombard, Illinois. One location is a 43,000 SF, 3 story building, and the other is a beautiful, purpose built, 21,000 SF masjid on a 4.6 acre site on Roosevelt Rd, near Tollway I-355.

Masjid Uthman is a 501(c)(3) registered non-profit. For more information on Masjid Uthman, please see our website at [masjiduthman.org](http://masjiduthman.org).

### **Program Overview**

Masjid Uthman's Academic Enrichment Program provides students and families with a unique opportunity to succeed in both their Hifz studies as well as secular subjects. This program is tailored to meet the unique needs of our students. We understand the heavy workload our full-time Hifz students undertake, so we have created a program that helps them keep up with grade-level standards (grades 3-6) while honoring the time and energy of our hard-working students. For example, the program's differentiated pacing prioritizes engaging classwork activities instead of homework and individualized interventions that target unique student needs. Through this model, we aim to provide students with a means of keeping in touch with grade-level instruction so they have the foundational skills expected of them when they head back to school.



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## **Position Overview**

The goal of the AEP teacher is to provide a high-quality academic curriculum for our Hifz students to help students stay aligned and in touch with their schooling. Teachers will be expected to deliver content in flexible formats to meet the needs of our unique learners through rigorous and engaging grade-level instruction while prioritizing an introduction to subject content across literacy, science, math, and the humanities. Teachers are expected to report on Saturdays from 8:45 am to 1:45 pm.

## **Role and Responsibilities**

The tasks and responsibilities of an AEP teacher are as follows:

- Plan and deliver engaging lessons in reading and/or math that align with grade-level standards and program goals.
- Differentiate instruction to meet the needs of students at varying levels
- Incorporate a variety of teaching methods, activities, and materials to support diverse learning styles.
- Create a positive, respectful, and inclusive classroom environment that encourages curiosity and participation.
- Establish clear expectations for behavior and routines to support student focus and learning.
- Accurately record and monitor student progress and attendance in class registers. Record and maintain student assessments.
- Monitor and assess student progress through formative and summative assessment measures.
- Arrive at the academy 15 minutes before class start time and stay up to 15 minutes after class end time, to ensure proper supervision of arriving and departing students.
- Establish clear and open communication with parents, staff, and administration.
- Supervise students during arrival and departure as well as throughout school hours, in class and during breaks (recess, lunch, and prayer) or other student events (e.g. field trips). Provide adult supervision for the general safety and security of students.
- Participate in related support activities outside class hours, including weekly staff meetings, teacher training, parent-teacher conferences, etc.
- Follow the academy's general and academic policies, guidelines, procedures, schedule, and calendar. From time to time, these guidelines and standards may be revised.
- Teach students assigned by the administration. The maximum number of students assigned to each teacher is generally between 10 and 15 students.
- Adhere to commonly accepted ethical and professional standards and to specific academy guidelines and policies, communicated in writing or verbally.



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- Assist in promoting the academy to the community and parents, developing positive community relationships, etc.

## **Qualifications and Traits**

- Strong knowledge of reading or math content at the elementary level (Grades 3-6).
- Degree (or coursework) in Education, English/Language Arts, Mathematics, or a related field.
- Experience teaching, tutoring, or working with children in an educational setting.
- Ability to manage a small classroom effectively and maintain a positive learning environment.
- Strong communication and interpersonal skills.
- Reliability and commitment to attending all Saturday sessions.  
Experience differentiating lessons for mixed-grade or multi-level classrooms.
- Passion for teaching and inspiring young learners.
- Patience, flexibility, and creativity in adapting to students' needs.  
Team player who collaborates well with fellow teachers and program staff.

## **Compensation and Benefits**

Monthly compensation will be based on teacher experience and other circumstances. Payment will be as a 1099 contractor.

## **Standards and Procedures**

As with all personnel, candidates will be expected to adhere to general policies, standards, and procedures adopted and amended from time to time, including but not necessarily limited to the terms of offer, the Masjid Uthman Work Agreement, and generally accepted standards for professional work.

## **How to Apply**

To apply for this position, please email your resume and cover letter to [HR@masjiduthman.org](mailto:HR@masjiduthman.org). We will respond to you by email or your provided phone number with additional information. The application process for shortlisted candidates will involve a phone pre-screen and onsite interviews.