



Job Description

Job Title: Quran Institute Teacher

Reports to: Shaik Mohamed Osman

Department: Quran Institute

Job Overview:

The Qur'an Institute Teacher is responsible for delivering comprehensive Qur'an and Islamic studies instruction to students of various ages and proficiency levels. This role focuses on developing students' recitation, Tajweed, memorization (Hifz), and Islamic character while fostering a disciplined, respectful, and engaging learning environment rooted in Islamic values. The teacher also collaborates with administration and staff to support curriculum development, student progress, and community educational initiatives.

Professional Responsibilities

- Instruct students in Qur'an recitation with proper Tajweed rules and correct Makharij.
- Teach Arabic reading (Qaidah Nooraniyah), Qur'an memorization (Hifz), and foundational Islamic studies.
- Work effectively with students ages 6–18 across varying skill levels.
- Develop structured lesson plans and individualized learning strategies based on student needs.
- Evaluate student progress through memorization checks, recitation assessments, and oral/written evaluations.
- Provide corrective feedback to improve Tajweed, pronunciation, and fluency.
- Track student progress, attendance, and performance using organized record-keeping systems.
- Maintain consistent communication with parents/guardians regarding student development and behavior.
- Foster a disciplined, respectful, and Islamically centered classroom environment that promotes strong character development.



- Provide mentorship, behavioral guidance, and spiritual support aligned with Islamic ethics and values.
 - Assist in organizing Qur'an competitions, school events, and community programs.
 - Collaborate with administration and faculty to support curriculum development and program improvement.
 - Participate in ongoing professional development in Islamic education.
 - Adapt instruction for both in-person and online learning environments (e.g., Zoom and digital platforms).
 - Support students in building consistency, confidence, and long-term Qur'an retention.
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Technical Skills

- Google Workspace (Docs, Sheets, Drive, Forms, Calendar)
 - Student data tracking and attendance management using digital systems
 - Digital communication with parents and administration
 - Online learning platforms and classroom tools (e.g., Zoom)
 - Strong English communication skills (required)
 - Basic administrative and reporting systems for educational programs
 - Ability to integrate technology to enhance instruction
 - Maintain digital records for attendance, grading, and student progress
 - Manage classroom behavior using approved disciplinary methods
 - Support administrative tasks, reporting, and program coordination
 - Create a positive and engaging educational environment
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Certifications & Qualifications

- Strong knowledge of Tajweed rules and Makharij (required)
- Ability to teach Qur'an, Arabic basics, and foundational Islamic studies
- Fluency in English (additional languages are a plus)
- Prior teaching experience in Qur'an, Arabic, or Islamic studies preferred



- Bachelor's degree in a related field is a plus
 - Teacher certification is a plus
 - Ijazah / Sanad in Qur'an recitation (e.g., Hafs 'an 'Asim) is a strong advantage
 - Noorani Qaida certification or training is a plus
 - Hifz completion certification (if applicable)
 - Must be legally authorized to work in the United States
 - Ability to manage classroom behavior professionally and effectively
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Skills & Competencies:

- Qur'an recitation and Tajweed instruction
 - Hifz and memorization methodology
 - Classroom management and student engagement
 - Student assessment and progress evaluation
 - Parent communication and relationship building
 - Curriculum planning and instructional design
 - Google Workspace and digital education tools
 - Hybrid (in-person and online) teaching capability
 - Strong interpersonal and communication skills
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Areas of Expertise

- Qur'an Recitation & Tajweed Instruction
- Hifz & Memorization Methodology
- Islamic Character Development
- Classroom Management
- Student Progress Evaluation
- Parent Communication
- Curriculum Planning



- Digital Administration (Google Workspace)
- Hybrid Teaching (In-person & Online)