



Early Childhood Instructional Assistant - Apply by completing our [Job Application](#) | Questions? aca.hr@azacademy.org

[Arizona Cultural Academy](#) (ACA), based in Phoenix, AZ, has the potential to set the standard for how all private Islamic schools in the country shape their curriculum, manage their staff, build sustainable finances, and – most importantly – produce students with exceptional character and intelligence. Dedicated educators who are seeking significant personal growth will thrive in this environment.

ACA aims to empower Phoenix with knowledge, spirit and service. In 1999, we embarked on a dream of creating a private school with a rich Islamic ethos. We have achieved over 20 years of operation, COGNIA accreditation, annual enrollment of 400+ students, and construction of a multi-acre purpose-built facility. We are seeking the best Islamic educator talent to lead Arizona Cultural Academy to become a modern Daycare through grade 12 private Islamic school.

ACA is seeking a qualified Early Childhood Instructional Assistant. Hiring a quality preschool Assistant Teacher is a critical effort as we build an institution that establishes the next generation of a modern private Islamic school. We are looking for a diverse pool of applicants who are inspired by our mission and possess the skills, knowledge, and work ethic to contribute to a dedicated team willing to do whatever it takes to build an institution that empowers ACA and the Phoenix metro area with knowledge, spirit and service.

Essential Duties and Responsibilities

The Early Childhood Instructional Assistant supports the lead teacher in providing a safe, nurturing, and developmentally appropriate learning environment for young children. This role includes instructional support, supervision, classroom management, and collaboration with staff and families to ensure positive student outcomes. Must be able to lift and carry children, bend, kneel, and perform physical tasks consistent with early childhood caregiving. Must be able to tolerate Exposure to typical classroom conditions including noise, art materials, outdoor weather, and child-related hygiene and bathroom tasks.

I. Teaching Support Responsibilities (Domains 1 & 3: Planning and Preparation, Instruction)

- Share responsibility in the preparation and implementation of lesson plans and educational goals that align with the curriculum and developmental needs of the students.
- Conduct whole-group, small-group, and individual instructional activities that reinforce early learning concepts and developmental goals.
- Assist with classroom routines using effective child interaction strategies and following developmentally appropriate practices.
- Collect required observational data and anecdotal records for ongoing student assessments.
- Participate in parent-teacher conferences as needed to support communication and documentation.
- Collaborate in creating an engaging and welcoming learning environment that encourages exploration and discovery.
- Provide instructional support that promotes active engagement, inquiry, and individualized learning for students
- Maintain and update student portfolios with evidence of growth, progress, and learning outcomes.
- Assist in ensuring that learning materials are organized, sanitized, and conducive to fostering student engagement.
- Incorporate Islamic values and practices into daily classroom routines and activities.
- Promote positive interactions and respectful communication among children, modeling behavior aligned with school values.

II. Operational Responsibilities (Domain 2: The Classroom Environment)

- Work collaboratively with the teaching team to maintain a clean, organized, and safe classroom environment that is conducive to learning and development. • Ensure a safe, clean, and developmentally appropriate environment by maintaining health, safety, and sanitization standards.
- Supervise children at all times, including during meals, rest time, outdoor play, transitions, and field trips to ensure safety and engagement.
- Assist children with personal care routines; including diapering (if necessary), hygiene, meals, and toileting, following best practices for early childhood education.
 - Provide classroom coverage during staff breaks if so assigned, for uninterrupted learning and supervision.
 - Collaborate with the Early Childhood Director, and other teachers in the room to ensure that AZDHS licensing, DES, and Quality First standards are met consistently.

- Follow guidance and collaborate with the Lead Teacher and Early Childhood Director in daily classroom activities and routine tasks to ensure that AZDHS licensing, DES, and Quality First standards are met consistently.
- Collaborate in establishing and maintaining effective communication with parents using the school's communication platform (e.g., Lilio).
 - Collaborate in creating a positive and supportive classroom culture that promotes respect, inclusivity, and kindness.

III. Administrative Responsibilities (Domain 4: Professional Responsibilities)

- Report to and collaborate with the Early Childhood Director and lead teacher on classroom operations. Maintain confidentiality and professionalism when communicating with parents, staff, and administrators.

- Participate in required PLC meetings and school employee meetings.
 - Participate in professional development opportunities, including a minimum of 18 hours of approved courses annually.
- Adhere to all school policies, health standards, and safety regulations.
- Support communication with families as directed, particularly in the lead teacher's absence.
 - Complete administrative tasks such as record-keeping, documentation, and observations as directed.
- Assist in completing any additional administrative tasks or reports as assigned by the Early Childhood Director or Principal.

IV. School Support Responsibilities (Domain 4: Professional Responsibilities)

- Serve as a positive Islamic role model for children, promoting character-building and values aligned with the school's mission.
- Promote individualized student attention by assisting with classroom responsibilities and freeing lead teachers for instruction.
- Act as classroom lead when required, ensuring continuity of care and learning in the teacher's absence.
 - Demonstrate flexibility and adaptability in supporting changing classroom or school-wide needs.
 - Participate in school events, workshops, and other functions when applicable.
 - Complete additional ad hoc duties as assigned by the Early Childhood Coordinator or school leadership.
 - Foster a strong sense of teamwork by collaborating effectively with co-workers, parents, and other school staff.
 - Contribute to creating a positive and welcoming school environment by engaging in open communication and constructive feedback with children, parents, and colleagues to build a positive school culture.

Qualifications:

- Nurturing, friendly, and loving demeanor with children
- Classroom organization and demonstrable ability to manage children
- At least 18 years old
- At least 6 months experience in a licensed facility for childcare or educational setting is required, 2 years preferred
- Bachelor/Associates Degree in Early Childhood Education or related field or higher preferred

Expectations of an ACA Employee include:

- Emulate strong moral character and Islamic persona in all of our interactions
- Give and receive feedback with a desire to improve one's self and quality at ACA
- Pursue and cherish trusted two-way relationships with colleagues and community members

Compensation and Working Conditions:

- Salary range: (commensurate with experience)
- 5 days PTO (Paid Time Off)
- 1 Mental Health Day
- Paid school holidays and breaks
- Reports to school Principal
- Activities will result in a work schedule of 40-45 hours per week
- Annual receipt of a personalized feedback plan to contribute to career development
- Discount tuition for children

- IRA Plan with 3% employer matching
- Health, Dental, and Vision insurance option available for full-time employees

Physical Requirements:

- The ability to lift 30 pounds
- The ability to respond quickly to sounds
- The ability to move safely around campus
- The ability to see and respond to dangerous situations
- The ability to sit/stand most of the day
- Ability to use desktop computers and office equipment such as phone, iPad, desktop