



We are currently seeking a qualified Full-Time Arabic Teacher

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[Careers • Arizona Cultural Academy \(azacademy.org\)](#)

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[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. Entrepreneurial 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 300+ 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.

JOB SUMMARY

Under the direct supervision of the Vice Principal of Academics and Arabic Department Lead, the main responsibilities of the Arabic Teacher:

DUTIES AND RESPONSIBILITIES:

- Preparing, teaching and facilitating learning in assigned courses and grade levels.
- Assisting in the development of a personal education plan for each assigned student.
- Creating weekly lesson plans that meet ACA's expectations.
- Selecting and utilizing a range of different learning resources and equipment to deliver instructional content.
- Developing schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instructing and monitoring students in the use of learning materials and equipment.
- Using relevant technology to support and differentiate instruction.
- Managing student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintaining discipline in accordance with the rules and disciplinary systems of the school.
- Providing appropriate feedback on work.
- Encouraging and monitoring the progress of individual students and using information to adjust teaching strategies.
- Maintaining accurate and complete records of students' progress and development.
- Updating all necessary records accurately and completely as required by laws, school policies and school regulations.
- Preparing required reports on students and activities.
- Participating in department, school and parent meetings.
- Communicating necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establishing and communicating clear objectives for all learning activities.
- Preparing the classroom for class activities.
- Observing and evaluating student's performance and development.
- Assigning and grading class work, homework, tests and assignments in a timely manner.
- Strictly adhere to the school's rules and policies.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Arabic Language, Arabic Literature, Education, or a related field.
- Highly responsible & reliable
- Native or near-native fluency in Modern Standard Arabic (MSA).
- Proficiency in relevant dialect(s) if the school uses a communicative or immersion approach.
- Prior teaching experience in Arabic, preferably in a school or educational setting.
- Proficiency in using digital tools for language instruction (Google Classroom, RenWeb, etc.)