



Elementary Classroom Instructional Assistant | Apply by completing our [Job Application](mailto:communication@azacademy.org) Questions? communication@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. 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.

ACA is seeking a qualified elementary Instructional Assistant. Hiring a quality 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.

Job Goal: To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide routine support. Assist students individually and as a

whole class with academic and/or physical needs in order for students to manage the educational environment.

Essential Duties and Responsibilities:

- The Classroom Instructional Assistant will be able to perform the following:
- Supervises the classroom when the teacher is out of the room (including during special subject classes such as; Arabic, Quran, Islamic Studies, Art, PE, Computers).
- Supports all class teachers with student behavior in the classroom.
- Responsible for student movement from activity to activity on campus (to snack, lunch/recess, prayer, and special classes).
- Works with teachers to ensure student movement corresponds to scheduled structured activities.
- Opens classroom in morning, greets parents and children, assists in making a smooth transition to learning time.
- Assists with meals, snacks, and handwashing when needed.
- Attends staff and training meetings when applicable, and school events even if scheduled outside working hours.
- Performs other duties necessary to the smooth functioning of the classroom or school as assigned by the Principal or designee, such as supervising staff children during Professional Development sessions.
- Maintains an orderly physical environment conducive to optimal growth and development with special regard to student health and safety.
- Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.
- Under supervision of the homeroom teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
- Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Assist assigned teachers with the implementation of lesson plans.
- Administer various tests as directed.
- Prepare reports and documentation as required.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities, such as preparing, typing, copying and filing instructional materials.
- Grade student tests and assignments, recording of grades and attendance, and maintaining student records and files as assigned.
- Assist the homeroom or other class teachers with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, and playground.
- Coordinates with their homeroom teacher on when is the best time for them to take a break based on the class schedule.
- Ad hoc duties as assigned

Qualifications:

- Associate Degree in Education or related field required
- 2 years of teaching experience in K-12 education required
- State teaching certification preferred
- An understanding of pedagogy, curriculum design, and child development
- Strong written and oral communication skills
- Strong command on classroom management
- Knowledge of PBIS preferred

Compensation and Working Conditions:

- Salary range: (commensurate with experience)
- 6 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 10 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