

# ISLAMIC CENTER OF AMERICA

## Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

[www.thesunnah.org/school](http://www.thesunnah.org/school)



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## Substitute Teacher – Job Description

### Position Overview

Madrasatu Ahlis Sunnah is seeking reliable and dedicated **Substitute Teachers** to support classrooms in two possible grade ranges: **Pre-School–5th Grade** or **6th–12th Grade**. This role ensures continuity of learning by maintaining classroom order, following lesson plans, and creating a safe, engaging environment for students in the absence of the regular teacher.

### Qualifications

#### For Pre-School – 5th Grade:

- Experience working with younger children in a classroom, daycare, or educational setting
- Strong patience, nurturing demeanor, and ability to engage young learners
- Knowledge of early childhood and elementary teaching methods

#### For 6th – 12th Grade:

- Experience working with middle and/or high school students in an academic setting
- Ability to manage larger student groups and promote respectful classroom behavior
- Understanding of age-appropriate instructional strategies for older students

#### For All Candidates:

- Ability to follow established schedules and lesson plans
- Professional, adaptable, and dependable work ethic
- Men and women are encouraged to apply

### Responsibilities

- Take daily attendance and maintain accurate records
- Follow the schedule and lesson plans provided by the classroom teacher

- Maintain classroom order, discipline, and a positive learning environment
- Ensure cleanliness and organization of the classroom at the end of the day

**Work Schedule**

Full-time position. Monday – Friday, 8:00 a.m. – 5:30 p.m.

**Location**

Madrasatu Ahlis Sunnah (215 North Oraton Parkway, East Orange, NJ 07017)

**Compensation**

Salary and benefits will be discussed during the interview process.