

ISLAMIC CENTER OF AMERICA

Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

www.thesunnah.org/school



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Teacher's Aid – Job Description

Position Overview

Madrasatu Ahlis Sunnah is seeking a dedicated and cooperative **Teacher's Aid** to work closely with classroom teachers in providing quality education and support to students. The ideal candidate will be industrious, adaptable, and knowledgeable about educational best practices and child development.

Key Responsibilities

- Assist teachers in managing classrooms and supporting student learning.
- Provide one-on-one or small group assistance to students as directed.
- Help prepare teaching materials, supplies, and learning activities.
- Supervise students during non-classroom times such as lunch, recess, or field trips.
- Support the implementation of lesson plans and instructional activities.
- Maintain a safe, clean, and organized learning environment.
- Assist with grading, record-keeping, and administrative tasks as needed.
- Communicate effectively with teachers, staff, and parents when appropriate.

Qualifications & Requirements

- High School Diploma or equivalent (required).
- Basic computer skills, including daily use of email for communication.
- Ability to work collaboratively with teachers and staff.
- Patience, empathy, and a genuine interest in working with children.
- Previous experience in an educational or childcare setting preferred.

Work Schedule

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

Program Duration: 2025 – 2026 School Year

Location

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

Compensation

Salary and benefits will be discussed during the interview process.