



## Director of Quran Academy Islamic Society of Central Jersey (ISCJ)

### ISCJ:

The Islamic Society of Central Jersey (ISCJ) is an organization of Muslim Americans that provides religious, educational, and social services to its members and the community at large.

**Qur'an Academy** is one of our key programs at ISCJ as we strive to develop future Muslims with strong connection and understanding of the Qur'an. Four programs are currently being offered through the Qur'an Academy and these include: A full-time Hifz program, a part time Hifz program, a Tilawah and Qur'an Nazira classes for male and female youth of different ages. Currently, our Qur'an Academy has more than 170 students and five teaching staff. Our goal is to instill Qur'an in the hearts of our students, no matter what their age, in an environment customized based on their learning abilities to memorize and recite the Qur'an and develop basic understanding of the Qur'an.

**Job Title:** Qur'an Academy Director

### **Salary and Benefits:**

A competitive base-pay salary with and benefits will be provided. Additional financial incentive opportunities in addition to the base pay will be discussed with respective candidates during the interview process.

### **Nature and Scope of Job:**

We are seeking an experienced and qualified Qur'an Academy Director to join the ISCJ QA team. The Qur'an Academy Director will be an integrated member of the ISCJ Qur'an Academy Committee with a primary responsibility of leading the Hifz programs and overseeing the Nazira program. In addition to this key role, the Qur'an Academy Director will also be involved in numerous religious activities at ISCJ QA to ensure full engagement with the community and ISCJ Youth. Applicants should be excellent communicators, skilled in leveraging new technologies to enhance teaching and presentation style, active in promoting hard work and dedication, and committed to challenging our students to be knowledgeable, ethical, and capable Muslim citizens. **The Qur'an Academy Director will work with Qur'an Academy Committee to finalize weekly work schedule.**

### **Primary Responsibilities:**

- Manage ISCJ Qur'an Academy programs (Full-time and part time Hifz program, Tilawah and Qur'an Nazira with 5 teachers and 170 students) including implementation of schedule.
- Execute on and continue evolving the existing Qur'an teaching curriculum including development and implementation of full time hifz program.
- Teach the Arabic alphabet (Qaeda Nouraniyah) and recitation of the Qur'an with the basic Tajweed rules.

- Teach students in full and part-time integrated Hifz program. Mentor, prepare, motivate, and develop memorization skills of children who are planning to become huffadh.
- Follow the process for frequent reviews and tracking progress of students and teachers.
- Provide regular feedback to parents and ISCJ QA committee. Conduct parent- teachers conferences in the school.
- Evaluate students through conducting periodic examinations and competitions. Encourage students to participate in out of school competitions.
- Maintain appropriate standards of behavior, mutual respect, and safety within the classroom. Integrate “Tarbiyah” of students by teaching values including social responsibility, kindness, respect, and other Islamic teachings from our beloved Prophet Muhammad ﷺ.
- Maintain discipline, motivating and encouraging student involvement in all programs.
- Report discipline issues through school form to the parents and the ISCJ QA Leadership
- Supervise students during different activities, prayers, lunch and play time.
- Mentor and develop Qur’an Academy teachers.
- Substitute when other Qur’an teachers are absent.
- Support QA mandated policies.
- Work closely and partner with the ISCJ stakeholders. E.g Imam, Youth Director, Board

### **Mandatory:**

- Having a valid work authorization.
- Willing to relocate in the area.

### **Desired skills and abilities:**

- Hafidh (memorized The Qur’an)
- Ijazah Certificate is a bonus.
- Tajweed Certificate
- Previous experience of working with boys and girls of different ages
- Excellent English communication skills

### **Preferred Knowledge, Skills, and Abilities:**

- Strong Islamic Character with good communication & organizational abilities
- Strong understanding and implementation of Islamic etiquettes
- Thorough understanding of challenges and situations related to youth.
- Minimum a bachelor’s degree or equivalent
- At least three years of Qur’an teaching experience.
- Strong interpersonal and communications skills
- Proficiency in technology and Microsoft/Google products

### **Application Instructions:**

To apply for the job, please send a cover letter and a copy of your most recent resume to the following email address: [quranacademy@iscj.org](mailto:quranacademy@iscj.org)