



## Job Description

OVERVIEW	
<b>Job Title</b>	<b>Lead Teacher for 4<sup>th</sup> grade</b>
<b>Department</b>	<b>ADAMS Radiant Hearts Academy</b>
<b>Reporting Relationships</b>	Principal
<b>Role Purpose</b>	The All Dulles Area Muslim Society (ADAMS) is searching for a 4 <sup>th</sup> Grade Lead Teacher.

KEY ACCOUNTABILITIES & ACTIVITIES	
<b>Role</b>	<ul style="list-style-type: none"> <li>● Lead Teacher- 4th<sup>rd</sup> Grade</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>● The teacher will be responsible to teach Language Arts, Mathematics, Science, Social Studies and Islamic studies classes as per curriculum for 4th Grade.</li> <li>● The teacher will be responsible to complete the curriculum according to the Annual Curriculum Plan provided to her.</li> <li>● The teacher will be responsible for making engaging lesson plans.</li> <li>● The teacher will be responsible to grade and test the students.</li> <li>● The teacher will be responsible to answer parental concerns and to attend the Parent /Teacher conference at the end of each semester.</li> <li>● The teacher will be responsible for the classroom and to follow the school staff calendar.</li> </ul>

QUALIFICATIONS/REQUIREMENTS	
<b>Major Qualifications</b>	<ul style="list-style-type: none"> <li>● Must have a college degree from a U.S. institution.</li> <li>● English Majors will be preferred.</li> <li>● Teaching experience is preferred.</li> <li>●</li> </ul>



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<b>Desired Qualifications &amp; Soft Skills</b>	<ul style="list-style-type: none"><li>• Teacher needs to be able to develop a rapport with students.</li></ul>
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<b>Application &amp; Resumes Submission</b>	
<b>Submission Requirements</b>	Cover letter and resume is required. Names and contacts of references may be included.  HR@adamscenter.org