

Job Opportunities at Clara Mohammed School of Miami

Elementary Teacher

Pre-school Teacher

Office Assistant

Qualifications and Job Description

Elementary Teacher

Essential Responsibilities:

A professional with the responsibility for helping students, acquire the disposition, character, knowledge and skills that will contribute to their development as mature G-d conscious, productive and responsible citizens.

Qualification:

- Must have at least a Bachelor's Degree
- Teaching experience of at least 2 years [preferred]
- Long-term commitment [preferred]
- Teaching Certificate [preferred]
- Must be able to legally work in the United States
- Extensive knowledge of subject area
- General knowledge of curriculum and instruction techniques
- Have a command of the English language
- Effective communicator, good planner and organizer
- Effective understanding of Islamic principles
- Must be flexible and able to work with others
- Basic computer skills
- Knowledge of Qur'an and the Sunnah of Prophet Muhammed (not a requirement but desired)

Pre-School Teacher

Essential Responsibilities

Provides structure and educational play for Children 3-5 years of age .

Manages day-to-day classroom activities for students, including structured lessons, free play, bathroom breaks, lunchtime and rest time for students.

Incorporates lessons through songs, teaching child development basics such as speech and language, identifying colors, numbers, shapes and letters, fine and gross motor skills, and social skills.

Tracks children's progress and record and report that information to parents.

Qualification:

- A high school diploma with early childhood education certification as a Child Development Associate (CDA). OR A Child Care Professional (CCP).
- Immunization Records.
- Copy of Florida Department of Law Enforcement (FDLE) Criminal Background screening completed in the past 5 years.
- Copy of Federal Bureau of Investigation (FBI) Criminal Background check completed within the last 5 years.
- Copy of Affidavit of Good Moral Character
- Basic computer skills

Office Assistant

Essential Responsibilities

The office assistant is responsible for maintaining the office and reception area of Clara Mohammed School of Miami, Florida, Inc. The office assistant is accountable to the principal and shall work closely with the principal to ensure effective daily operation of Clara Mohammed School.

Qualification:

Be able to:

- Welcome and assist parents and visitors
- Take tuition payments, record, issue receipts and input into data system
- Maintain school purchases, vendors receipts and input into data system
- Provide financial information to Certified Public Accountant
- Maintain the office reception area (organize, clean, neat)
- Answer phone, check and take and distribute phone messages
- Retrieve and distribute messages from voice mail

- Maintain students, parents and staff file/records. Advise principal of any required updates to receive appropriate action
- Maintain and replenish school forms
- Manage or receive training on QuickBooks Accounting System