



BE PART OF ONE OF THE LARGEST ISLAMIC SCHOOLS.
RANKED 3RD BEST PRIVATE SCHOOL IN THE VALLEY!

WE'RE HIRING!

WE ARE SEEKING FULL-TIME ELEMENTARY TEACHERS
TO JOIN OUR TEAM.

ALL THOSE WITH A BACHELORS DEGREE OR HIGHER,
TEACHING EXPERIENCE, AND AUTHORIZATION TO
WORK IN THE US ARE ENCOURAGED TO APPLY.

WE OFFER COMPETITIVE SALARY AND BENEFITS!

VISIT OUR WEBSITE FOR MORE INFORMATION ON AVAILABLE
POSITIONS AND TO APPLY FOR A POSITION!

[HTTPS://WWW.AZACADEMY.ORG/ABOUT-ACA/JOB-OPPORTUNITIES.CFM](https://www.azacademy.org/about-aca/job-opportunities.cfm)

**Early Childhood Assistant | Apply by completing our [Job Application](#)
Questions? communication@azacademy.org**

[Arizona Cultural Academy](#) (ACA), based in Phoenix, AZ, has the potential to set the standard for how all private Islamic schools in the country shape their curriculum, manage their staff, build sustainable finances, and – most importantly – produce students with exceptional character and intelligence. Dedicated educators who are seeking significant personal growth will thrive in this environment.

ACA aims to empower Phoenix with knowledge, spirit and service. In 1999, we embarked on a dream of creating a private school with a rich Islamic ethos. We have achieved over 20 years of operation, COGNIA accreditation, annual enrollment of 300+ students, and construction of a multi-acre purpose-built facility. We are seeking the best Islamic educator talent to lead Arizona Cultural Academy to become a modern Daycare through grade 12 private Islamic school.

ACA is seeking a qualified Early Childhood Assistant. Hiring a qualified employee is a critical effort as we build an institution that establishes the next generation of a modern private Islamic school. We are looking for a diverse pool of applicants who are inspired by our mission and possess the skills, knowledge, and work ethic to contribute to a dedicated team willing to do whatever it takes to build an institution that empowers ACA and the Phoenix metro area with knowledge, spirit and service.

Early Childhood Assistant Job Summary

Interact with children through activities following lesson plans. Infuse moral character development and Islamic teachings into day to day activities. Supervising academic and emotional development, maintaining open communication with parents, coordinating with other Early Childhood teachers, and

helping with children transitions. The Early Childhood Assistant supports the teachers by helping to create a caring and safe environment for the children and assisting in activities to improve and provide quality Child care and education of our students.

Additionally, an ACA Early Childhood Assistant is expected to fulfill the following duties:

- Report to Early Childhood Administrator
- Work with Lead Teacher
- Communicate, listen and work well with others in a team environment.
- Facilitate and support relationships with early childhood administrator, co-workers, parents and students
- Ensure the daily care and safety of every child by following all licensing guidelines and implementing all company standards
- Assist in regular observation and evaluation of children's development and progress as instructed by the Early Childhood Administrator
- Assist with development and implementation of an age appropriate curriculum and education of students
- Assist in the creation and updates in student portfolios, take daily attendance and update parents throughout the day in the school communication app (HiMama).
- Maintain frequent communications with parents
- Responsible on a daily basis for assisting in the arrangement, appearance, decor and cleanliness of the learning environment, following sanitizing, disinfecting, or cleaning procedures in place
- Serve as an Islamic role model for the children
- Assisting children with meals, hygiene and toileting
- Attend PLC and employee meetings
- Ad hoc duties as assigned

Qualifications:

- Passion for and experience working with children
- Nurturing, friendly, and loving demeanor with children
- High school diploma (equivalent qualification) or higher
- Level 1 fingerprint card (can be obtained at time of employment)
- Negative TB test (will be required prior to start date)
- Food Handlers (can be obtained at time of employment)

Expectations of an ACA employee include:

- Emulate strong moral character and Islamic persona in all of our interactions
- Give and receive feedback with a desire to improve one's self and quality at ACA
- Pursue and cherish trusted two-way relationships with colleagues and community members

Compensation and Working Conditions:

- Salary range: (commensurate with experience)
- 5 days PTO (Paid Time Off)
- 1 Mental Health Day
- Paid school holidays and breaks
- Reports to Early Childhood Administrator
- Activities will result in a work schedule of 40-45 hours per week
- Annual receipt of a personalized feedback plan to contribute to career development
- Discount tuition for children (66%)
- IRA Plan with 3% employer matching
- Health, Dental, and Vision insurance option available for full-time employees

Physical Requirements:

- The ability to lift 30 pounds
- The ability to respond quickly to sounds
- The ability to move safely around campus
- The ability to see and respond to dangerous situations
- The ability to sit/stand most of the day
- Ability to use desktop computers and office equipment such as phone, iPad, desktop