



## Substitute Teacher | Apply by completing our [Job Application Questions? communication@azacademy.org](mailto: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. Entrepreneurial 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 substitute teacher. Hiring a qualified teacher 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.

### Expectations of an ACA employee include:

- Emulate strong moral character and Islamic personal in all of our interactions
- Give and receive feedback with a desire to improve one's self

- Pursue and cherish trusted two-way relationships with colleagues and community members

**Additionally, an ACA Substitute Teacher is expected to fulfill the following duties:**

- Adhering to the curriculum and lesson plans assigned by the regular teacher to create a cohesive and consistent learning experience for students
- Following procedures and achieving lesson goals.
- Assigning and explaining homework.
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Overseeing students outside of the classroom, including in the hallways and cafeteria.
- Complying with all school regulations and policies at all times.
- Taking attendance and documenting daily notes.
- Ensuring the classroom and work stations are kept clean and orderly.
- Overseeing the normal classroom rhythms and activities.
- Compiling a report for the teacher for when they return
- Provide in-class and at-home assignments based on the available lesson plan

**Qualifications:**

- High school diploma or equivalent qualification.
- Bachelor's degree in teaching is preferred.
- Certificate in teaching or substitute teaching.
- A minimum of 2 years' experience in a similar role.
- Must be detail-oriented and able to follow written and verbal instructions.
- Excellent communication and interpersonal skills.

**Compensation and Working Conditions:**

- Salary range: (commensurate with experience)
- One hour Paid Time Off (PTO) for every 30 hours worked, up to 40 hours
- 1 Mental Health Day
- IRA Plan with 3% employer matching
- Health Insurance (if working more than 30 hours)

**Physical Requirements:**

- The ability to lift 10 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