



**Recess/Duty Aide | 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.

**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 Recess/Duty Aide is expected to fulfill the following duties:**

**1. Knowledge, Skill and Abilities**

- Assist in supervising the students during lunch and recess.

- Communicate effectively with all members of the school.
- Direct movement of groups to and from the lunchroom and playground in a safe and organized manner.
- React to change productively and handle other tasks as assigned.
- Support the value of Islamic education.
- Support the philosophy and mission of ACA

**2. Physical Requirements/Environmental Conditions:**

- Requires the ability to sit and/or stand for prolonged periods.
- Occasionally requires the ability to manually move, lift, carry, pull, or push heavy objects or materials.
- Occasionally requires the ability to stoop, bend and reach.
- Must be able to work in noisy and crowded environments.
- Must be able to work indoors and outdoors year-round.

**General Responsibilities:**

- Assist in the supervision of students during lunch and recess.
- Observe, record and report student behavior.
- Use appropriate behavior management techniques to maintain a positive climate
- Set high expectations for student behavior.
- Communicate, collaborate, and cooperate with colleagues, supervisors and students.
- Assist in providing for the special physical needs of students.
- Immediately report accidents, assaults, and destruction of property and abusive behavior to the instructor and principal.
- Assist in lunchroom clean up.
- See that school building policies are observed during lunch and recess.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all school and diocese health and safety policies.
- Other duties as assigned by the principal, which are consistent with the general requirements and qualifications of the position.

**Interested candidates are encouraged to apply online and submit the following documentation:**

- Valid Arizona IVP Fingerprint card

- Resume

**License/Certification:**

- CPR/First Aid Certification (Preferred)

**Qualifications:**

- GED in Education or related field required
- 1 year of handling duties experience required

**Compensation and Working Conditions:**

- Salary range: (commensurate with experience)
- 6 days PTO (Paid Time Off)
- 1 Mental Health Day
- Paid school holidays and breaks
- Reports to school Principal
- 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
- IRA Plan with 3% employer matching
- Health, Dental, and Vision insurance option available for full-time employees

**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