



[info@olivebranchprep.org](mailto:info@olivebranchprep.org) | 301-453-5313 | <https://olivebranchprep.org/>

## Olive Branch Preparatory School Instructor Job Description

### Who We Are:

The Olive Branch Learning Center is a project of Olive Branch Preparatory School, Inc. This learning center is designed to offer high quality instructional courses in all core subjects and some enrichment courses to homeschooling students and families in K-5<sup>th</sup> grade. Olive Branch courses are designed to be unique in their alignment with the mission and vision of the organization, promoting high caliber, hands-on, real-world knowledge and skills.

We believe that children will surprise us with how much they can thrive and excel when the right ingredients are present in the learning environment and teachers are the backbone of the learning environment. We believe in the great potential of every child in Deen and Dunya. We hope that you will join us in nurturing and drawing out this amazing potential.

Olive Branch Learning Center is seeking instructors to teach our courses as paid contractors.

\*\*\*\* Substitute Instructor positions available \*\*\*\*

Email your resume to [info@olivebranchprep.org](mailto:info@olivebranchprep.org)

### Responsibilities:

- **Teach the course(s)** listed above as per the schedule provided by the Learning Center, through the Olive Branch Custom Curriculum.
- **Prepare lesson plans**, materials, and other instructional resources necessary for effective teaching,
- **Assess and evaluate** students' performance and provide feedback.
- **Maintain records** of students' attendance and progress.
- **Maintain close communication** with the Learning Center coordinator and parents regarding student issues.
- Conduct parent-instructor conferencing.
- Participate in any required meetings or training sessions.
- **Ability to model and incorporate Islamic values in the classroom**



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### Course Information:

- ❖ Courses: English Language Arts, Mathematics, Science, Social Studies
- ❖ Hours: Mondays and Wednesdays 9am-12:15pm, Tuesdays and Thursdays 9am-10:30am
- ❖ Instructional time: 9 hours total per week + Paid planning time: 9 hours per week
- ❖ Our calendar follows a trimester schedule. Each course is 3 months long.
- ❖ Term Dates:
  - Term 1-September 3rd to November 22nd
  - Term 2- December 2nd-February 28th
  - Term 3- March 3rd-May 30th

### Benefits of working for us:

- Great pay
- Small class sizes
- We will pay you for instructional time, plus an equal number of hours of planning time
- Flexibility-each course runs for three-month at a time
- Ability to customize our ready-to-go curriculum to your classroom and teaching style
- You may enroll your own child in a course offered at Olive Branch Learning Center at a reduced cost\*
- Training opportunities

\*Dependent on availability in the student's class

### Requirements:

- 5+ years of teaching experience
- Bachelor's degree



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- Current Teaching Credential (preferred)
- Masters in Education or Related Field (preferred)
- Excellent written and verbal communication skills
- A love and passion for working with young children
- An eagerness to bring out the best in each child