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| <b>ACADEMIC POSITIONS</b>  |               | <b>Closing Date: 14 March 2025</b> |
| <b>Position 2: Teacher (1 position)</b>  |               |                                    |
| <b>Location : International Islamic School Secondary, Gombak, Kuala Lumpur</b> |               |                                    |
| <b>Subject</b>   | <b>Status</b> | <b>Expected Report Duty</b>        |
| Arabic / Islamic Studies   | Full Time     | April 2025                         |

**Job Description:**

1. To implement all the learning courses effectively.
2. Identifies, selects and modifies teaching methods to meet the needs of the students with varying backgrounds, learning styles, and special needs.
3. Assists in assessing changing curricular needs and offers plans for improvement.
4. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
5. Communicates effectively, both orally and in writing with students, parents, and other professionals on a regular basis.
6. To prepare and give sufficient exercises to students; correct students' exercise books and return them promptly; hand over the exercise books to the Principal/Vice Principal of Academic for checking when required.
7. To perform monthly test and to evaluate students from time to time on the students' progress; to record the question paper, students' achievement in the teachers' record book.
8. To trace and identify the area of students' weaknesses and to follow up with action to overcome the weaknesses.
9. Meet professional obligations through efficient work habits such as; meeting deadlines, honouring schedules, coordinating.
10. Perform other duties and responsibilities as assigned by their superior.

**Job Requirements:**

1. A good Bachelor Degree in the specific subject with experience / Diploma in Education or its equivalent will be an added advantage.
2. At least 3 – 5 years teaching experience as Arabic/Islamic Studies Tutor.
3. Passion in teaching and love working with children.
4. Excellent classroom management skills.
5. Good attitude and strong work ethic.