

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Hajja's House... A Place Where Young Hearts and Minds Grow!

Islamically Sound, Montessori Inspired Global Learning Center

Rooted In:

Islamic Values	Language and Literacy
Noble Character	Purposeful Play
Respect for Children	Environmental Stewardship

Love to Play for a Living?

Hajja's House Global Learning Center, a faith-based, exceptional early learning center is looking for a few good people who love and respect children! We want team members who are energetic, flexible, creative, possess positive energy, are experienced in early care and learning, and are familiar with a Quranic-based curriculum and Montessori program. We need someone who is interested in expanding their skills, takes initiative, and can utilize play as a tool to both teach and learn.

The ideal candidate values the Islamic lifestyle, educational philosophies that engage the whole child, including creativity, social emotional learning and play, and connection with nature. The teacher will work collaboratively with the Directors and other Teachers to foster a safe, nurturing and peaceful environment; where children feel loved, enjoy age appropriate experiences, realize their innate talents and grow naturally into productive citizens.

Additionally, we carry the same mission of care and support for our children over to our teaching staff. We honor our wonderful teachers by valuing their input, supporting their professional growth and development, and upholding deep appreciation and positivity in the work environment.

We have several positions available and will talk hours and pay with the right person!

- Infant Teacher and Teacher Assistant
- Toddler Teacher and Teacher Assistant
- Preschool Teacher Assistant
- Primary Teacher Assistant
- Fourth Grade Teacher

Serious inquiries only. For application and detailed job descriptions, please visit our Careers page at www.hajjashouse.com/careers.

INFANT TEACHER

We are looking to hire a qualified Infant Teacher, who has an enthusiasm for cultivating values and good character in young children. The Infant Teacher should possess strong skills in language and literacy, exhibit high energy, and skillfully navigate the demands of babies and toddlers with different personalities and needs.

To support a positive environment, the Infant Teacher should display a gentle and nurturing personality, and the patience to assist each infant or child to mature cognitively. They should be able to support infant and child development of social skills as they interact with their peers.

Infant Teacher Responsibilities:

- Guiding babies and toddlers through education/development programs that are rich in language and literacy.
- Adhering to GELDS standards and best practices.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child especially, in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Director to ensure all guidelines and policies are adhered to.
- Keeps a well-prepared and organized classroom with regular materials and activities, rotating throughout the year
- Provide guidance to Assistant Teacher, delegating responsibilities during classes, as needed.
- Maintaining daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Director and parents.

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working babies and toddlers
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for infant children
- Supervisory skills
- Team building skills
- Time management skills

Desired Qualifications:

- Education in Early Childhood Development (Courses or Trainings, Associates or Bachelor's Degree)
- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Salaried wages commensurate with experience
- Life Insurance
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- PTO, Paid Holidays
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.

INFANT TEACHER ASSISTANT

We are looking for a compassionate and coachable Infant Teacher Assistant. The Infant Teacher Assistant should possess an enthusiasm for early childhood education, enjoy working with children, and committed to supporting a safe and nurturing environment. Additionally, the ideal candidate will have a strong command of language and literacy and written and verbal communication skills.

Infant Teacher Responsibilities:

- Supporting Lead Teacher in guiding babies and toddlers through education/development programs that are rich in language and literacy.
- Assisting Lead Teacher with lesson preparation by getting materials ready and setting up equipment.
- Assessing indoor and outdoor environments for safety, order, cleanliness, and age-appropriate engagement.
- Managing babies and toddlers during non-classroom times, including lunch times, outdoor play, diapering and toileting.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child, especially in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Attending to child's emotional state, reporting any concerns to the Lead Teacher.
- Working closely with the Lead Teacher and the Director to ensure all guidelines and policies are adhered to.
- Assisting the Lead Teacher with maintaining the daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Lead Teacher and the Director

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Lead Teacher and the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working with babies and toddlers
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Flexibility with varying tasks
- Able to receive and execute directives
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for infant children
- Time management skills

Desired Qualifications:

- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Hourly wages commensurate with experience
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.

TODDLER TEACHER

We are looking to hire a qualified Toddler Teacher, who has an enthusiasm for cultivating values and good character in young children. The Toddler Teacher should possess strong skills in language and literacy, be energetic, and skillfully navigate the demands of toddlers with different personalities and needs.

To support a positive environment, the Toddler Teacher should display a gentle and nurturing personality, and the patience to assist each child to mature socially, emotionally, and cognitively.

Toddler Teacher Responsibilities:

- Guiding toddlers through education/development programs that are rich in language and literacy.
- Adhering to GELDS standards and best practices.
- Mediating conflict and directing positive modes of self-expression and emotional management.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child especially, in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Director to ensure all guidelines and policies are adhered to.
- Keeps a well-prepared and organized classroom with regular materials and activities, rotating throughout the year.
- Provide guidance to Assistant Teacher, delegating responsibilities during classes, as needed.
- Maintaining daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Director and parents.

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working with toddlers
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for toddler
- Supervisory skills
- Team building skills
- Time management skills

Desired Qualifications:

- Education in Early Childhood Development (Courses or Trainings, Associates or Bachelor's Degree)
- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Salaried wages commensurate with experience
- Life Insurance
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- PTO, Paid Holidays
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm

- Some weekends and evenings for professional development and event preparation.

TODDLER TEACHER ASSISTANT

We are looking for a compassionate and coachable Toddler Teacher Assistant. The Toddler Teacher Assistant should possess an enthusiasm for early childhood education, enjoy working with children, and committed to supporting a safe and nurturing environment. Additionally, the ideal candidate will have a strong command of language and literacy and written and verbal communication skills.

Toddler Teacher Responsibilities:

- Supporting Lead Teacher in guiding toddlers through education/development programs that are rich in language and literacy.
- Assisting Lead Teacher with lesson preparation by getting materials ready and setting up equipment.
- Assessing indoor and outdoor environments for safety, order, cleanliness, and age-appropriate engagement.
- Managing toddlers during non-classroom times, including lunch times, outdoor play, diapering and toileting.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child, especially in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Lead Teacher and the Director to ensure all guidelines and policies are adhered to.
- Assisting the Lead Teacher with maintaining the daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Lead Teacher and the Director

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Lead Teacher and the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working with toddlers
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Flexibility with varying tasks
- Able to receive and execute directives
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for infant children
- Time management skills

Desired Qualifications:

- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Hourly wages commensurate with experience
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.

PRIMARY TEACHER ASSISTANT

We are looking for a compassionate and coachable Primary Teacher Assistant. The Primary Teacher Assistant should possess an enthusiasm for early childhood education, enjoy working with children, and committed to supporting a safe and nurturing environment. Additionally, the ideal candidate will have a strong command of language and literacy and written and verbal communication skills.

Preschool Teacher Responsibilities:

- Supporting Lead Teacher in guiding children through education/development programs that are rich in language and literacy.
- Assisting Lead Teacher with lesson preparation by getting materials ready and setting up equipment.
- Assessing indoor and outdoor environments for safety, order, cleanliness, and age-appropriate engagement.
- Managing children during non-classroom times, including lunch times, outdoor play, and toileting.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child, especially in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Lead Teacher and the Director to ensure all guidelines and policies are adhered to.
- Assisting the Lead Teacher with maintaining the daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Lead Teacher and the Director

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Lead Teacher and the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working with young children
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Flexibility with varying tasks
- Able to receive and execute directives
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for infant children
- Time management skills

Desired Qualifications:

- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Hourly wages commensurate with experience
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.

TODDLER TEACHER ASSISTANT

We are looking for a compassionate and coachable Toddler Teacher Assistant. The Toddler Teacher Assistant should possess an enthusiasm for early childhood education, enjoy working with children, and committed to supporting a safe and nurturing environment. Additionally, the ideal candidate will have a strong command of language and literacy and written and verbal communication skills.

Toddler Teacher Responsibilities:

- Supporting Lead Teacher in guiding toddlers through education/development programs that are rich in language and literacy.
- Assisting Lead Teacher with lesson preparation by getting materials ready and setting up equipment.
- Assessing indoor and outdoor environments for safety, order, cleanliness, and age-appropriate engagement.
- Managing toddlers during non-classroom times, including lunch times, outdoor play, diapering and toileting.
- Quick thinking and responding to each child's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach for each child, especially in the midst of difficulties.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Lead Teacher and the Director to ensure all guidelines and policies are adhered to.
- Assisting the Lead Teacher with maintaining the daily records of events for parents via the Brightwheel portal.
- Reporting incidents, illness, and unusual behavior to the Lead Teacher and the Director

Professional Responsibility

- Participating in ongoing evaluation including classroom observations, feedback meetings with the Lead Teacher and the Director, and an annual performance evaluation.
- Maintaining teaching skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for working with toddlers
- Strong command of language and literacy
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Discretion regarding children's records
- Flexibility with varying tasks
- Able to receive and execute directives
- Analytical and problem solving skills
- Decision making skills
- Knowledge in child development and early education theories and practices
- Knowledge of safe and appropriate activities for infant children
- Time management skills

Desired Qualifications:

- Previous experience in early childcare
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Hourly wages commensurate with experience
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.

TEAM SUPPORT ASSOCIATE

We are looking for a flexible and efficient Team Support Associate. The Team Support Associate should possess an enthusiasm for early childhood education, attention to detail, and ability to easily transition between varying tasks. Additionally, the ideal candidate will have a commitment to service and excellence.

Team Support Associate Responsibilities:

- Supporting team of teachers with varying classroom needs.
- Maintaining clean and organized environments inside and outside of classrooms.
- Assisting with lesson or activity preparation by getting materials ready and setting up equipment
- Temporarily supervising young children per the needs of the teacher, including serving as a substitute teacher
- Quick thinking and responding to each teacher's needs efficiently
- Displaying a patient and calm demeanor, paired with a loving approach, especially in the midst of difficulties.
- Working closely with the Teaching Team and the Director to ensure all guidelines and policies are adhered to.
- Reporting incidents, illness, and unusual behavior to the Lead Teacher and the Director

Professional Responsibility

- Participating in ongoing evaluation including feedback meetings with the Director and an annual performance evaluation.
- Maintaining skills and participation in professional development activities (both within the school and attendance at conferences, workshops).
- Complying with all continuing education requirements including annual training hours required through BFTS and Quality Rating for licensed childcare providers.
- Attending staff meetings and professional days
- Checking email daily and responding as appropriate to requests/questions from administration.
- Adhering to all school policies and guidelines established in the employee handbook.
- Assisting in the development of and participation in school functions, including Open Houses, Orientation, Week of Young Muslim Child, EOY, etc.

Desired Skills:

- Passion for service
- Patient, nurturing, and thoughtful
- Excellent communication skills
- Flexibility with varying tasks
- Able to receive and execute directives
- Analytical and problem solving skills
- Decision making skills
- Time management skills

- Knowledge in child development and early education theories and practices, a plus
- Knowledge of safe and appropriate activities for young children, a plus

Desired Qualifications:

- Previous experience in early childcare, a plus
- Familiarity with Montessori programs, a plus
- Current CPR/First Aid Certificate (can be obtained after hiring).
- State Background Checks Required (must be obtained before hiring).

Benefits:

- Hourly wages commensurate with experience
- Child Care Discounts
- Paid Training Hours
- Continuing Education Support
- Staff Luncheons
- PPE Supplies
- Paid Planning Time
- Paid Lunches
- Direct Deposit
- Regular Schedule
- Performance Bonuses
- Career Ladder
- Staff Awards/Recognition

Required Hours:

- Monday-Friday, 7:45am-4:30pm
- Some weekends and evenings for professional development and event preparation.