



Female Assistant/Administrator/Instructor of Islamic Education

The following conditions pertaining to work in this contract must be fulfilled.

- THM Sadaqa Group, Inc © is offering a position for Assistant/Administrator/Instructor or other suggested volunteer employment;
- The person applying for the position must have accepted the terms given
- All parties are legally competent to enter into contracts
- All parties are of the age of puberty; and of sound judgment
- This contract fulfills the making of an offer by way of oral and written contract forms
- Dual declaration of intention and consent must be obtained by way of verbal contact (phone) for completion of contract terms (this is done without any break in the process).
- No one person may hold the position of Assistant; Administrator; and/or Instructor at one time. Each position is unique your circumstance may vary.
- Please schedule a contract continuation meeting before you proceed with this process inshaAllah.

“And fulfill the Covenant of Allâh (Bai’a: pledge for Islâm) when you have covenanted, and break not the oaths after you have confirmed them, and indeed you have appointed Allâh your surety. Verily! Allâh knows what you do. (An-Nahl 16:91)”

Respectfully Submitted,

Saddiqua Muhammad Black Bint Elijah

“I continue to say, that working together is a part of the puzzle, but dedication and commitment provide the keys that open doors to true Salafi homeschool assistance.” Where do you **STAND?**



Assalaamu Alaikum wa Rahmatullahi wa Barakatahu

Ya Ukhti, Alhamdulillah this letter is to confirm your volunteer position for Female Assistant/Administrator or Instructor of Islamic Education at THM Sadaqa Group, Inc © and includes what is expected from you in regards to requirements and responsibilities inshaAllah. Your expected start date is _____. You will be notified if there is any change in our class schedules or for the position requested.

We feel that this position offers a significant opportunity for your personal growth and for the increased benefit to the children, parents and other volunteers.

This letter and information contained herein does not in anyway constitute and should not be construed as a promise of employment for any specific length of time.

This document will explain your administrative authority and to what extent this position supervises others.

Welcome to The House of Mecca Sadaqa Group, Inc © 2004–2007



Requirements and Responsibilities

- 1) It shall be the responsibility of the Assistant/Administrator/Instructor to follow the prescribed (suggested) course of study and to enforce Islamic rules and regulations in conjunction with the policies of THM Sadaqa Group, Inc ©, whether those policies are present at the time of hire or created thereafter your volunteer employment. Including in this responsibility is the maintaining and rendering of the appropriate records and reports for students, parents, and volunteers under your supervision.
- 2) As assistant/administrator/instructor you shall have the right, and inshaAllah it shall become your duty to direct and control within your reasonable capabilities and limits the studies of the participating students, taking into consideration individual differences including various age groups: this is provided that all participants shall receive instruction in such prescribed courses as named (example: Qur'aan, Arabic, Aqeedah, Fiqh, and Seerah).
- 3) The assistant/administrator/instructor shall be responsible for the evaluation of all student participants based upon educational growth and development. Included in this is the making/sending of periodic progress reports to female parents. Any children represented by male parents only shall have their reports forwarded to the Female Administrator of Academic/Islamic Education (Saddiqua Muhammad Black bint Elijah at thmsadaqagroup@gmail.com).
- 4) As assistant/administrator/instructor it is your responsibility to report any all curriculum changes to the Administration. To do this please email the above email address or call 404.592.0147 for assistance about this process.
- 5) As mentioned previously your class start date begins anywhere between Muharam 1428/January 2007 and Ends Dhul-Hijjah 1428/December 2007 inshaAllah. During this time period, termination of contract can fall under the following categories inshaAllah:
 - THM Sadaqa Group, Inc © reserves the right to immediately terminate the Asst./Admin/Instr. for any teachings that may arise and sway the children from the correct path, in which due not adhere to the proper understanding of Aqeedah and Manhaj.
 - Immediate termination due to verbal abuse from either party (THM Sadaqa Group or Asst./Admin./Instr.) shall be a just cause for immediate termination. Also any verbal abuse to any student participant and/or their parents and volunteers is cause for termination. You have full right to suspend or terminate student participation due to child/parent abuse.
 - Termination of your contract by THM Sadaqa Group, Inc © can be established at anytime by providing you the assistant/administrator/Instructor with a written thirty (30) day notice of dismissal of services.
 - Termination of contract by you the assistant/administrator/Instructor can be established at anytime with a thirty (30) day written notice or in the event a replacement is found earlier than this, it will be your responsibility to fill them in regarding the lessons as to not leave the children without instruction during the termination process. Also, to verify that the individual is upon sound Aqeedah and Manhaj.
- 6) As the Instructor you shall maintain good order and discipline in your online virtual classroom at all times.
- 7) To familiarize yourself with the Hot Conference Software and any upgrades that become available for use to you; making your classroom a place of ease of use for you and the students inshaAllah.
- 8) To make yourself available for a minimum of not less than ten (10) minutes per class for participants to ask questions regarding the material being presented. If the student's ask questions regarding matters that are beyond your capacity according the Islamic Jurisprudence and Laws, then you shall record the question and forward it to info@understand.net to be answered by Dr. Saleh as Saleh or to members of the Ulema. Upon receipt of answer the original question and answer shall be posted in the "What's Up" section for all to have access to it inshaAllah, or forwarded to Ukhti Saddiqua for posting.
- 9) All final decisions for female participation made regarding your affairs with THM, the students, parents, and or volunteers, any public announcements, any third party agreements and circumstances that do not exist in writing as above shall be delivered to the male Administration for final decisions.

Sahkee Ibn Ronald Horne— Male Administrator/Advisor/Owner

Saddiqua Muhammad Black—Female Administrator/Owner

Your signature/Initials confirm that you agree to the above conditions _____ Date _____



THM Sadaqa Group, Inc[©] Your Standard Salafi Curriculum Guide to Online Salafi Homeschool Assistance

Administrative Authority -Authorization to Supervise

1. As assistant/administrator you have full rights and authority, to solicit assistance from other female instructors to aide you in the process of teaching the disciplines discussed in the previous responsibilities. In the process of hiring other individuals however, it will be your responsibility to ensure that they have the correct Manhaj, and that their Aqeedah is sound.
2. You are authorized to accept volunteer applications on behalf of THM Sadaqa Group, Inc[©] provided that you forward a copy of the application contents to administration for record keeping.
3. You are authorize to train and direct all those whom you accept an application for employment for, so that they are familiar with the "ins and outs" of what will be needed from them daily inshaAllah.
4. You are authorized to call/contact the Ulema or other students of knowledge on behalf of the students (male/female) of THM to establish some connection to the Scholars.
5. You are authorized to call/email parents of the enrolled students in your classes for the purpose of educating them regarding their child/children's progress or degrees in the class for participation, homework, or memorization of text given or other than these.
6. You are authorized to use any materials you deem necessary or fit, to introduce as educational aides for the disciplines you have chosen to the students as long as it is in accordance to the path of Ad-Dawatus-Salafiyah and is authored or translated by those who are known to be upon righteousness ameen.
7. In the event you need to use outside resources that are for the purpose of educational aides, but are not from authentic resources i.e. teaching them to write paragraphs or summaries etc..., please include a disclaimer statement with these materials if necessary.

In this section below; you are authorized to make request regarding your position to be considered before/after your start date. Upon acceptance of your request those things will be added to your contract and a new copy forwarded to you for signing inshaAllah.

- 1.
- 2.
- 3.

May Allah make easy the affairs of the Muslims ameen.

Jazakillahu Khayrun again for your acceptance of the position

May Allah Increase your benefit in this life and in the life to come, ameen

Sahkee Ibn Ronald Horne—Male Administrator/Advisor/Owner

Saddiqua Muhammad Black bint Elijah —Female Administrator/Owner

*Additional note: As promised the female administrator of THM Sadaqa Group, Inc. Saddiqua Muhammad Black, shall continue to maintain and operate the website according to current schedules and standards inshaAllah. Mrs. Black is willing to consider or accept any sound advice given to her from the administrator, the assistant administrator and any assistive staff so long as it is in accordance to the objectives of THM and based upon authentic Islamic proofs and evidences.

Your signature/Initials confirm that you agree to the above conditions _____ Date _____