**Rizwana**

**Rizwana.302721@2freemail.com**

**Profile:**

Self-directed, enthusiastic and organized educational professional, more than 12- years of teaching expertise with a commitment to students’ development and learning experience. Have a remarkable ability to explain complicated mathematical concepts in an easily understandable manner. Talent for employing unique teaching strategies to effectively engage all students and foster a fun and fascinating learning environment. Encouraging and patient; provide individualized and extracurricular support for students that are struggling with the mathematical concepts. Quickly develop an excellent rapport with students, staff members and the parents to produce a friendly and supportive school community.

**Summery**

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| --- | --- |
| * Creative lesson planning
 | * Team teaching approach
 |
| * Technology integrated
 | * Performance assessments
 |
| * Creative questioning
 | * Student centered learning
 |
| * Classroom management
 | * Critical thinking
 |
| * Positive and encouraging
 | * Talented mediator
 |
| * Inculcate 21st Century skills
 | * Differentiated instruction
 |

**Accomplishments**

* Named "Best Teacher of the Year " 2011-2012.
* Selected as SAM ( Student Assessment Module) Coordinator for School 2011
* Selected as a member of the Regional Curriculum Evaluation Team for class V in the year 2009-2010
* Named "Best Teacher of the Year " 2014-2015.

 **Experience**

 **Al Sorouh American Private School Madinah Shahboot Abu Dhabi UAE**

 **Math Teacher (IV – VI) Nov.2015 - till now**

* Design and plan comprehensive lesson plans.
* Used a variety of teaching methods which Incorporate 21st Century skills, KWL, and Scaffolding techniques, ensuring that each student is able to understand, apply and retain the material in hand.
* Encouraged discussion of class material to promote critical thinking and creativity.
* Integrated technology into the curriculum to develop students' understanding and practice.
* Planned and conducted hands-on activities to provide students with opportunities to observe, question and investigate.
* Met with parents and guardians to discuss student’s progress at least once per semester.
* Assessed student progress weekly, monthly and Term wise.
* Kept accurate records of student performance.
* Implemented remedial programs for students requiring extra help. Almost 100% student progressed to the next level.
* Established positive relationships with students, parents, colleagues, and administrators.
* Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field.

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 **Goodwill Children Private School Musaffah Abu Dhabi UAE**

 **Math Teacher (IV – VI) Cambridge Curriculum Mar.2014 - Aug.2015**

* Design and plan comprehensive lesson plans.
* Used a variety of teaching methods which Incorporate 21st Century skills, KWL, and Scaffolding techniques, ensuring that each student is able to understand, apply and retain the material in hand.
* Encouraged discussion of class material to promote critical thinking and creativity.
* Integrated technology into the curriculum to develop students' understanding and practice.
* Planned and conducted hands-on activities to provide students with opportunities to observe, question and investigate.
* Performing the duties of House Mistress and Club In charge.
* Met with parents and guardians to discuss student’s progress at least once per semester.
* Assessed student progress weekly, monthly and Term wise.
* Kept accurate records of student performance.
* Implemented remedial programs for students requiring extra help. Almost 100% student progressed to the next level.
* Established positive relationships with students, parents, colleagues, and administrators.
* Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field.

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 **Beaconhouse School System Kharian Pakistan**

 **Math Teacher ( V – IX ) Cambridge Curriculum Nov. 2008 – Sep. 2012**

* Designed and planned comprehensive lesson plans.
* Used a variety of teaching methods which Incorporate KWL and Scaffolding techniques, ensuring that each student is able to understand and retain the material in hand.
* Encouraged discussion of class material to promote critical thinking.
* Integrated technology into the curriculum to develop students' understanding and practice.
* Planned and conducted hands-on activities to provide students with opportunities to observe, question and investigate.
* Met with parents and guardians to discuss students’ progress at least once per semester.
* Assessed student progress weekly, monthly and quarterly.
* Kept accurate records of student performance, maintaining the confidentiality of student records and information at all times.
* Implemented remedial programs for students requiring extra help. Almost 100% student progressed to the next level.
* Established positive relationships with students, parents, colleagues, and administrators.
* Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field.
* Worked as Math Coordinator for various sections of class V - VIII
* Selected as a member of the team, Evaluating existing Math Curriculum for class V.
* Worked as In charge of Math Quiz Competitions.
* In charge of E.O.U Assessment Record ( V - XIC ) 2009 - 2012.
* Examination In charge (Mid Year , End Of Year ) 2009, 2011.
* Selected as Student Assessment Module ( SAM) Coordinator 2011.

 **Army Public School and College (APSCS) System Kharian Cantt. Pakistan**

 **Coordinator Junior Section ( I – V; comprising 22 sections )**

 **Math Teacher ( Oxford Curriculum ) Nov. 2005 - Nov. 2008**

* Taught mathematics to class V
* Prepared Math study material for the classroom including interactive learning, worksheets and group exercises.
* Engaging pupils in the class in stimulating discussions.
* Monitored the academic performance of pupils of the section.
* Arranged Parent Teacher meetings to discuss students’ progress after every Bimonthly and Term Exam.
* Kept accurate records of students performance, maintaining the confidentiality of student records and information at all times.
* Implemented remedial programs for students requiring extra help.
* Participated in regular training courses and workshops to keep up-to-date with new teaching methods and developments in the field.
* Member of Regional Paper setting Cell.
* Assisted, in the organizing different school events like Annual Day, Science And Art Exhibition, Sports week etc.
* Timetable in charge for the section and assigned substitution duties.
* Monitored discipline and overall working of the Section.
* Supervised students at assemblies and special events held on the school ground.
* Performed various clerical and administrative duties.
* Overall Examination In charge of the section as well of the whole school.
* Assign special projects and other tasks to teachers on a continual basis.
* Provide general supervision to students before, during school and after school.
* Assign weekly and daily duties to support staff.

 **Army Public School and College System (Garrison Academy) Kharian Cantt. Pakistan**

 **Math Teacher ( Oxford Curriculum) Aug. 2001 – Nov. 2005**

* Taught mathematics to different sections of classes V – VIII.
* Prepared Math study material for the classroom including interactive learning, worksheets , and group exercises.
* Engaging pupils in the class in stimulating discussions.
* Responsible for lesson planning, delivering, marking of work.
* Monitoring the performance of pupils in my class and providing encouragement to those who need additional help.
* Planning, setting and assessing homework.
* Assessed student progress weekly, monthly and quarterly.
* Kept accurate records of student performance, maintaining the confidentiality of student records and information at all times.
* Met with parents and guardians to discuss students’ progress after every Bimonthly Exam.
* Practiced a variety of teaching methods.
* Implemented remedial programs for students requiring extra help.
* Participated in regular training courses and workshops to keep up-to-date with new teaching methods and developments in the field.
* Member of Paper setting Cell.
* Assisted in the organizing school events like Annual Day, Science and Art Exhibition, sports events etc.

**Education**

**Gibson University USA**

Master Degree Administration and Supervision Mar. 2014

**Allama Iqbal Open University Islamabad Pakistan , Pakistan**

BEd. ( Bachelor of Education) 1997

Math, Physics

 **Punjab University Lahore Pakistan , Lahore , Punjab, Pakistan**

 MSc   Mathematics                     1994

**Punjab University Lahore Pakistan , Lahore, Punjab , Pakistan**

Bachelor of Science                      1991

 Math A Course

 Math B Course

 Physics

**Certification**

**Member of Gulf Teaching Council**

**Beaconhouse School System**

* The Foundation Course May 2011
* Co-Teaching Workshop Jan 2011
* Attended a workshop on Assessment Designing and making 2010
* Attended a workshop for SAM ( Student Assessment Module) 2011
* Attended a workshop on O-Level Maths Teaching and Assessment Making. 2008

**Army Public School and College Kharian Cantt.**

* Attended a workshop on teaching methodologies and classroom management.
* Attended a workshop on classroom management, teaching / learning styles 2002
* Attended a workshop on facilitating creativity among children, Modern teaching methods 2002 Attended a workshop on basic concepts of mathematics 2003
* Attended a workshop on basic concepts of mathematics 2003
* Resource Person Classroom Management and Lesson planning 2007.

**Skills**

 Microsoft office tools namely Microsoft Word, Access, Excel, Powerpoint,

 Smart Board operating skills, mastered to operate internet and email.

 **References**:-

Reference will be provided.