**Jessy**

[**Jessy.331323@2freemail.com**](mailto:Jessy.331323@2freemail.com)

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**PERSONAL PROFILE**

Jessy is dynamic, versatile, resourceful, and very tenacious when it comes to achieving success and inducing positive change around her. She possesses outstanding communication and managerial skills, and through her clear and effective leadership of the English Department, she has ensured the highest standards of learning, achievement, and development for students. She has also worked as a counselor to high school students guiding them academically and personally. She is highly adept at creating and developing curricula, creating and publishing online courses, and designing classroom materials. She has a strong background in technology and using it most efficiently for educational purposes.

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**HIGHER EDUCATION**

**Masters in Education**  **09/2011 – 07/2015**

-Notre Dame University, Lebanon

**Bachelors in Education with a minor in English**  **09/2004 – 02/2009**

-American University of Beirut, Lebanon

**EMPLOYMENT**

**Al Ittihad Private School, Mamzar, Dubai 09/2015-Present**

*Head of the English Department*

Leads the English Department from K-12 (over 50 teachers). Responsibilities include but not limited to:

* Providing a vision for learning within the department in line with that of school
* Preparing improvement plans for the department and following up on the progress
* Contributing to the school's annual self-evaluation form (SEF)
* Observing lessons and giving prompt and constructive feedback
* Ensuring high standards of teaching and learning, addressing any issues evident from MAP and CAT4 online reports, self-review, or KHDA inspection where teaching and learning fall below the required standards
* Designing and developing curriculum maps and revisiting them regularly
* Aligning the English curriculum with the Common Core State Standards
* Unifying the exam format and structure for all Grade Levels
* Receiving the weekly lesson plans from teachers and annotating them for prompt and detailed feedback
* Conducting weekly meetings per Grade Level and one comprehensive departmental meeting
* Ensuring that all new English teachers receive a comprehensive induction and proper mentoring
* Conducting training workshops to support the continuing professional development of the English teachers
* Analysing exam results of students and implementing action plans with the teachers
* Ensuring that learning is personalised through good use of assessment data and good assessment practice including focused work for all ability levels including SEND and MAGT students

**Al Ittihad Private School, Mamzar, Dubai 01/2016-Present**

*Member of the Academic Leadership Committee*

Selected to be a member of the academic leadership team that oversees the quality of teaching and learning across the school to meet KHDA expectations.

**Eastwood College, Beirut, Lebanon** **01/2009–07/2015**

*Head English Teacher/Grade 12 Homeroom Counselor*

English Language and Literature teacher for the Honors and Advanced Placement (AP) levels in Grades 10,11, and 12 and Grade 12 Homeroom Counselor for three consecutive years

* Designed curriculum maps for Grades 6 through 12 abiding by the Common Core Standards
* Coordinated the work on the Scope and Sequence across all grade levels for English Language and Literature
* Developed course work for teaching research methodologies and listening, speaking, and presenting skills
* Taught a Journalism Elective and a Drama Elective that were offered for high school students
* Was selected as the Homeroom teacher for Grade 12 to guide and counsel students on different levels
* Collaborated with high school students to publish a school magazine that included controversial editorials, news stories, and artwork, resulting in a collection of outstanding student work
* Lead the Eastwood College Model United Nations club for four years and trained the members to receive multiple awards at the GC LAU MUN conference, including Secretary General and Diplomacy awards
* Pioneered the usage of technology in the classroom by creating and instructing technology-oriented classes including using Wikis, blogs, E-Portfolios, Google Apps, iPad integration…
* Conducted training sessions for the entire middle and high school staff on the benefits and practical application of technology for each individual level
* Created, developed, and published two American Literature courses, two British Literature courses, and one philosophy course on iTunes U (a course on Existentialism)

**TALA Establishment, Lebanon** **08/2008 – 01/2009**

*Researcher*

* Researched different educational topics to plan several workshops to be conducted in Jordan
* Prepared a workshop about Assessment and Evaluation for Early Childhood Education
* Translated the workshop material from English to Arabic

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**SKILLS & COMPETENCIES**

**Effective Leadership and Interpersonal Skills**

* Able to use logic, complemented by sound analytical thinking, towards successfully running a department of more than 50 teachers
* Able to prioritize tasks and manage workload to meet different deadlines
* Mediation and dispute resolution

**Classroom Positive Interventions**

* Able to understand what motivates students and what hooks them and utilizing this understanding to develop strategies for outstanding classroom management
* Able to present information in a variety of ways, emphasizing relevance of class material to the world beyond the classroom
* Able to use interpersonal skills to gain students’ trust and counsel them through their problems
* Able to establish and maintain positive relationships with students, fostering an environment of open communication and support

**Curriculum Design and Development**

* Able to create curriculum, select textbooks and Apps, prepare comprehensive classroom presentations and materials, and create innovative lesson plans
* Skilled in the design of challenging, innovative, and enriching activities that stimulate the diverse interest of students and address their different needs
* Experience at reviewing curriculum and modifying to adapt to new or varied situations

**Effective Technology Integration**

* Able to stay abreast of cutting edge best practices and emerging trends in ICT
* Experience at implementing, assessing, and reviewing technology practices
* Mastery in creation and publishing of online self-paced and in-session courses (trained by an Apple Distinguished Educator)

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**QUALIFICATIONS & TRAINING**

**Certificate of Professional Development from the MENA Common Core Conference 10/2015**

**Certificate of Professional Development from the MENA Common Core Conference 10/2016**

**Atlas for Curriculum Management Training 10/2016**

**Apple Training 10/2012**

* iPad use in education training by an Apple Distinguished Educator
* Creation of courses via iTunes U

**Promethean Interactive Whiteboard Training 04/2011**

* Part of a Masters course titled “Tech-Oriented Instructional Material”

**Understanding by Design (UbD) Training 09/2010**

* Three weeks core training to help design, edit, critique, and improve lessons and assessments

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**INTERESTS & EXTRACURRICULAR ACTIVITIES**

Active member in the Education Student Society –AUB 2007-2009

Volunteer Teacher- NESMA Student Resource Center 2007-2008

Active member of the Student Representative Committee (SRC) – AUB 2005-2006

Active member of the Student Representative Committee (SRC) – AUB 2004-2005