[Sunita.340325@2freemail.com](mailto:Sunita.340325@2freemail.com)

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Sunita

**Career Profile**

28 years of progressive experience and accomplishments as an Educator, administrator and Head Primary

**Professional strengths**:

* Possess strong management and organizational skills.
* In depth knowledge of implementing specialized programs for development activities.
* Ability to conduct training sessions as per requirement.
* Computer skills-MS words, Excel, Power point, Internet( research and navigation)

**WORK EXPERIENCE**

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| **General Manager - Learning Wings Educational Services, Ahemd Ramadhan Juma group of companies** Sept 2015 to present |
| * Assessment and observation record manual * Full consultation of the EYFS and statutory framework including admissions, policies and procedures * Devise structured ethos for running and maintaining a nursery * Academic yearly plan, theme  plans, weekly plans, daily plans. * Yearly Activity and Event planning * Bespoke in-house training , planning, development and understanding of the Early Years/Curriculum * Training on using Educational Management software for everyday childcare management issues including financial forecasting throughout the year * Full knowledge-based guidance on regulations and legislation * Guidance on business plan * Preparation for Ministry inspections * Advertising and marketing the nursery * Health, safety and risk assessment * Academic portfolios for Individual child * Equipping the nursery/School * Accounting and Operations Manual |

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| **HeadTeacher Preschool - The Little Feet Early Learning Center** May 2014 to August 2015 |
| * Prepared budgets for the preschool. * Trained the staff to create the required environment for age appropriate learning. * Formulating preschool policies * Developed -Teachers’ Planner, Teachers’ Hand Book, Log Book . * Curriculum planning * Developed rubrics for 9 scale points for assessment |

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| **Head Kindergarten and Head Primary- Crescent English High School, Dubai** April 2013 to May 2014 |
| * Approval from KHDA as Department coordinator * Developed the EYFS curriculum and implemented in school on existing provision. * Ensured high quality communication both within school and the wider community in respect   of extended schools activities. * Ensured the services and activities at schools are sustainable and fit with priorities. * Assisted, advised the   management team with practical matters and issues with in school. * Attended/organized relevant meetings in relation to the development and maintenance of the extended schools programme. . * Co - ordinate programmes conducted by external training partners * Reformatted the strategies for department heads to develop the overall goals and strategy of the school. * Visual   Art K-12 curriculum   developed and implemented * Co-operated with the special services department in planning the instructional program for special education students. * Hiring, training, supervision and evaluation of staff. Mentoring and assisting new teachers or assigning mentors to new teacher   from existing staff. * Overseeing teaching and evaluating the student, parent and teacher satisfaction with the educational process at the school. * Coordinating ongoing teacher training and professional development. * Overseeing the various staff and parent committees that operate within the school. * Attending community events and representing the school during community or education meetings. * Ensuring that all education requirements are being met for each student. * Networking and promoting the school with the community to maintain enrollment and increase student numbers. * Assist the principal in the overall administration of the school; interpret and enforce school and school   division policies and regulations.   * Assist the principal in the transformation of the school culture into a results-oriented collaborative learningcommunity. * Support the principal in the collaborative development, implementation, and ongoing refinement of theschool’s Plan for Continuous Improvement. * Ensure implementation of the Board-approved VBCPS curriculum. * Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines   related to local and state testing programs and the local special education program.   * Assist the principal in planning and implementing a professional development/growth program for   teachers and staff.   * Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers |

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| **Head Kindergarten - The Indian Academy**March 2012-March 2013 |
| * Prepared budgets for the entire school. * Developed the Labs for English, Art, Music, Home science, Computers, Math’s. * Formulating school policies * Developed -Teachers’ Planner, Teacher Hand Book, Log Book . * Curriculum planning * Developed rubrics of 9 scale points for assessment |

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| **Primary Supervisor – Our Own English High School Sharjah**2009-2012 |
| * Reporting and monitoring of student attendance. * Assist in maintaining discipline throughout the student body; deal with special cases as necessary. * Serve with parents, faculty, and student groups, as requested, in advancing educational and related   activities and objectives.   * Maintained files, prepare periodic and special reports as required. * Identify the special needs of students on a regular basis, seeking the assistance of school system specialists * Supervise teachers and departments as assigned by the principal. * Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents,   pupils, and the community.   * Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences. * Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques. * Assist in the coordination and supervision of guidance services. * Maintain and model high standards of professionalism. Perform related work as required. * Developing scheme of work (monthly, term wise) for teachers. * Coordinator for interschool events and activities. * Active member of Eco-club in school.(conducted eco initiative workshop in schools). * Educational Counseling for parents and students. * Provided lesson plans to counselor for special need students. * Conceptualized Rock garden concept as part of activity based learning for Gr 3&4 * Conducted a workshop on Dynamics of display for teachers. * As an eco-coordinator implemented sustainable practices to last through our Eco-School project. Kindly open the link to glance at the small documentary shot under my guidance for WWF. |

**The Kindergarten Starters School** Dubai 2001-2009

Primary School coordinator

* Designed and coordinated the school magazine.
* Active participation in summer club activities
* Member of committee for organizing the cheque presentation to Sheikh Nahyan, Education minister.
* Designed and delivered awards day, art exhibitions and special assemblies.
* Organized summer camps
* Designed activity curriculum which would connect with ongoing learning syllabus.

**Middle East International School, Riyadh ,KSA 1998-2001**

Activity/cultural coordinator

Home science teacher Gr 9

Class teacher-Gr 7

**Seva ,Special need school Riyadh,KSA 1996-1997**

Vocational Training In charge for Special needs school.

**Swami Vivekananda High School Mumbai ,India 1993-1996**

Lead a group of 55 students to Nepal as part of RSS activity

School won first prize all over Mumbai for group singing under my guidance.

Organized hands on experience summer camps .

**St Anthony Girl’s High School Mumbai ,India 1992-1993**

Represented school for National day Parade with grade 7 students.

Class teacher grade 7

Accompanied students to treks and camping in India.

**ShriKantilal Jain Girls High School Mumbai, India 1990-1992**

Class teacher Gr 2

**Indian Central School Muscat, Oman 1989-1990**

Primary School Teacher

**Educational Qualifications (In reverse chronological order)**

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| 1 | **Diploma in Education** | . - -Psychology  .- -School Education  - Math  - - English  - - Science  . - Hindi  - - Social studies  - - Teaching  - - Speech & Drama | St. Margaret’s Training college-Mumbai | Bureau of Government Examination Pune. | 11thJune1988  First class |
| 2 | **B A** | Economics | Maharashtra College ,Mumbai | Maharashtra board | Second class |
| 3 | **H S C** | Commerce | Atomic energy Junior college | Central board | Second class |

**Additional Qualifications or Certifications (In reverse chronological order)**

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|  | **Degree/Diploma** | **Subjects/Topic** | **University/Institute** | **Year** |
| 1 | Training and development course-**ARTIS** | Creativity in Education | Gems Education | 2005 |
| 2 | RSP Warden | Road Safety Patrol | Traffic police Mumbai | 1993 |
| 3 | Certificate of Merit | Initiative | St.Margaret’s training college-Mumbai | 1987 |
| 4 | Dance training | Folk dance | MsNalini Hassan | 1984-1987 |

**Workshops Attended**

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| **Sl. No.** |  | **University/Institute/**  **Organization** | **Dates &**  **Year** | **Remark** |
|  | Make scientist ,do not teach science | Bits Pilani | 2013 | **Five approaches of Teaching**   1. **Engage** 2. **Recognize** 3. **Listen** 4. **Encourage** 5. **Reflect** |
|  | Teaching and learning | Spark,UAE | 2013 | **How collaboration can improve teaching and learning** |
|  | What works –Maths  -Science | KHDA | 2013 | **Transforming education through positive practice.** |
|  | 10 Days workshop | St. Margaret’s training college | 1988 | **Play way method** |
|  | 2 Days workshop | St. Margaret’s training college | 1988 | **Creative Drama** |
|  | 3 Days Course | St. Margaret’s training college | 1986 | **Computer Awareness** |
|  | 2 Days workshop | St. Margaret’s training college | 1988 | **Personal growth** |
|  | 5 Days Course | St. Margaret’s training college | 1987 | **Communication skills** |
|  | 5 Days workshop | St. Margaret’s training college | 1987 | **Speech training** |
|  | 1 Day workshop | St. Margaret’straining college | 1986 | **Music and movement** |
|  | RashtraBhashaPrathmik Exam | Atomic Energy Central school-Mumbai | 1978-1979 | **Hindi** |

**Accomplishments**

1. Set up charity bazaar for Mozambique flood relief campaign, Diplomatic Embassy –Riyadh KSA ,April 2000 Sale of homemade stuff, Art and craft by expats, stalls with various other ideas –all together resulted in funds which were a help to PEOPLE of Mozambique.
2. Health Checkup in schools, Doctors forum-Riyadh ,KSA-1998
3. Involved doctors in talks with parents regarding health awareness of students in day to day life.
4. Rehabilitation programme for young girls in prison, Dongri police station-Mumbai 1986-1998 .Taught young girls henna designing, embroidery, housekeeping, etc so that once they are out of jail they can earn by doing some work rather than out of financial stress commit crimes. It was not easy for me as Indian society wonders at a teacher going to jail to do what.
5. Rehabilitation programme for Drug addicts at drug addict center-Mumbai,1986-1987[ Counseling the drug addicts]

**Recognitions/ Awards**

* Appreciation letter-Indian embassy-Saudi Arabia [Riyadh] Charity bazaars for relief, expat welfare work.
* Certificate of appreciation from-Dr.Pasricha- commissioner of Traffic Police,Mumbai---1993
* Certificate of Appreciation from Gems group for outstanding performance 2001-2011