**RABIA**

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**PROFESSIONAL CAREER SUMMARY**

* Early Years teaching Coordination / Management for British Curriculum schools
* Supervising group of Teachers and development of Class Models
* Participated in the School Improvement Plan during Professional Development staff meetings
* Maintained effective communication & interpersonal skills
* Lead large and small group activities
* Assessed candidates during admission process

**EDUCATION**

* **MSc. Fashion Design (Apparel and Textiles)** Graduated in 2009, University of Karachi, Pakistan
* **BSc. in Design and Applied Arts**

Graduated in 2007 from University of Karachi, Pakistan

* **Elective Course in Early Childhood Care and Development** Certified in 2006, University of Punjab, Pakistan

**WORK EXPERIENCE**

***COORDINATOR-KINDERGARTEN TEACHER* Jan 2015 – Mar 2016**

***Beaconhouse School System, Karachi, Pakistan***

* Assisted in organizing trips, fairs, sports day and all other extra-curricular activities that are required to be performed during each academic year.
* Implemented effective learning strategies
* Created student-centered learning environment using technology
* Planned ICT (information and communications technology) integrated lesson plans
* Introduced Peer Coaching throughout the session for collaborative learning and teaching strategies
* Liaised with Curriculum Coordinators for curriculum and non-curriculum related plans respectively with Lower Primary.
* Formulated curriculum and non-curriculum related plans respectively.
* Coordinated with Subject Teachers to implement curriculum prescribed by Head of the School ensuring all objectives are met
* Coordinated with Subject Teachers and decided way forwards on course contents, resources, and equipment required to fulfill curriculum related objective
* Raised any purchase requisitions with School Procurement Team through Director / Head
* Followed-up with Subject Teachers on curriculum implementation and preparing reports for management review
* Sourced and selected new teaching materials/ resources in consultation with teachers
* Monitored if teachers are ensuring differentiation is being offered at all grade level to cater to the needs of mixed ability group of students
* Coordinated remedial and special education students’ needs
* Ensured professional standards of education are adhered to, suggest way to enhance the learning experience of students
* Implemented curriculum development plan to improve overall development of the child
* Ensured that teachers are regularly monitoring the progress of each student (5 pupils a day) and are maintaining records of students’ achievement in accordance with the current assessment policy of the school
* Coordinated with teachers to set up class revision schedules, set up exam time table, test papers copies, conduct and invigilate exams
* Supervised the marking procedure, and finally submit the result report to the School Head for approvals
* Encouraged reasoning and problem-solving exercises were implemented utilizing games / visual experiences for students

***COORDINATOR-PRE KINDERGARTEN TEACHER* Aug 2012 – Dec 2014**

***Beaconhouse School System, Karachi, Pakistan***

* Supervised and assisted a group of teachers throughout the semester
* Planned and executed daily lesson plans with SMART objectives
* Collaborated with classroom teachers to provide directions while maintaining a positive learning environment
* Introduced letters phonetically through sound, action, and vocabulary
* Designed theme oriented lesson plans
* Achieved classroom management through various strategies
* Observing, recording and evaluating student’s progress
* Scoring and analyzing running records for ORT stage 3 readers to determine the student's reading level
* Provide administrative support for students and offices
* Promoted Child-friendly environment
* Coordinated parent-teacher meeting two times during the school year
* Identified signs of emotional and developmental problems in children and reported to parents
* Additional duties as assigned
* Conducted workshops on Professional development
* Participate actively in regular meetings and professional Development
* Allowed for ample outdoor discovery time each day
* Monitored students' educational progress and emotional needs
* Gave one-on-one attention to children while maintaining overall focus on the entire group

***ART TEACHER-EARLY YEARS* Jan 2011 – June 2012 *Origins Elementary School, Karachi, Pakistan***

* Coordinated art displays for different themes.
* Decorated bulletin boards according to the theme and to showcase student’s artwork.
* Designing and preparing costumes and props for school concert
* Designed art activities to develop and improve fine motor skills

**VOLUNTEER EXPERIENCE**

***ASSISTIVE TECHNOLOGY* March 2017 – Present**

***Al Noor Training Centre for Children with Special Needs, Dubai, UAE***

* Using special designed computers called *Tobii Dynavox* that are controlled by eye movement or touch screens for students with special needs
* Assisting students with interacting technology on different software such as *Communicator* and *Look to Learn*
* Making templates with pictures and sounds on *Communicator* for students to communicate with others

**CERTIFICATION/TRAINING WORKSHOPS**

* English Language Development Course (Beginner and Intermediate Level) by Beaconhouse School System, Pakistan, 2013-2014
* The Foundation Course including teaching skills, techniques, and curriculum design by Beaconhouse School System, Pakistan, January - April 2014
* E-foundation Courses including Microsoft, Google Docs, Web 2.0 tools by Beaconhouse School System, Pakistan
* Professional Development training in the following areas: Classroom Management, Strategic Teaching, Time Management, Lesson Planning, Evaluation of the lesson, Assessment of student learning, Collaborative Learning, Circle Time and Story Telling