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**ALAA**

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***MIDDLE SCHOOL MATHEMATICS TEACHER***

# PROFILE SUMMARY

Enthusiastic Middle School Math Teacher committed to creating an atmosphere that encourages productive learning of math concepts. Especially skilled at determining students' strengths and weaknesses and building lesson plans accordingly. Specialize in establishing and implementing flexible programs meeting curriculum standards.

**Performance Responsibilities:**

* Instructed students through lessons, discussions, visual aids and other effective teaching methods for student comprehension
* Administered various types of assessments to monitor student comprehension
* Monitored students in the classroom to maintain order and discipline.
* Coordinated parent/teacher conferences as needed to review student's performance, behavior and other issues
* Performed various administrative duties such as taking attendance, organizing the classroom and recording grades
* Confident mentor, reference, disciplined & self-motivated with excellent interpersonal, communication & organizational skills with proven abilities in team management

# HIGHLIGHTS

* Unique ability to simplify more complex math concepts for middle school students
* Comprehensive understanding of basic and intermediate math concepts
* Integrating technology into the curriculum to serve the needs of all learners
* Excellent ability to assess students' abilities and communicate with parents and students
* Outstanding classroom organizational skills
* commitment to collaboration and high ethical professional standards

# SKILLS SET

* Proficient use of Microsoft Office, Google Drive, Docs, Spreadsheets, etc
* Exceptional written and verbal English and Arabic language skills

# EMPLOYMENT DETAILS

**2012- Present: Middle School Math Teacher**

**Nile Language Middle and High Schools, Cairo, Egypt**

**Key Results**

* Designed, prepared and implemented lessons plans and appropriate teaching strategies to meet school’s math course, textbooks and students’ abilities.
* Prepared and administered tests after each math chapter and periodic quizzes to determine students ’progress

throughout the school year.

• Implemented customized education programs including developing classroom materials such as visual aids,

Video-clips, Power-point presentations, organizing activities, assigning homework and projects to enhance

student’s learning experience.  
• Enforced discipline and classroom rules and handled disciplinary issues according to established

guidelines to ensure all students on the right track and giving him a chance to improve his performance.  
• Identified struggling students that need extra-help and recommended and implemented appropriate

programs for them.  
• Scheduled and implemented parent/teacher conferences to connect and discuss with parents their children’ s

learning progress, strengths, weaknesses and areas for improvements in order to help each student reach his

full potential.

• Became affiliated with teaching organizations in order to utilize the latest advancements in the technology and

to increase high level of education.

**1993-2012: Petroleum Engineer**

GUPCO-BP, Egypt

# ACADEMIC DETAILS

* **Bachelor’s Degree in Engineering from Cairo University in 1989**

# HONORS, AWARDS & CERTIFICATES

* Certification in teaching Middle Grades Mathematics in English Language that is accredited by Ain Shams University.
* School award for excellent Math teaching contribution in 2015

Preparation of the work for his/her classes as per the assigned time table in accordance with the agreed school curriculum.

To mark and assess students' work and provide them with feedback on their performance in timely manner

To maintain accurate and clear student records to record their development, progress and attainment (i.e.: attendance, grades, behaviour records, portfolios, student files).

Alerting the Head of Department when a student's attendance performance and progress does not meet the expectations of the school.

To effectively implement the school academic curriculum and Al-Ru’ya Pastoral Program through the work undertaken in and out of class to best meets the needs of the individual learners

To bring to the attention of the Principal any problems relating to the assigned classroom, and the school as a whole, maintenance, or safety of students.

To undertake such supervisory duties as may be assigned by at the principal.

To be prepared to provide support for other teachers in ways that are indicative of a team approach (i.e. covering classes, sharing supervision of students, interdisciplinary planning, and curriculum development).

Bachelor degree with a major in MathMinimum

3 years experience in teaching MathNative or near native accent

The JOD of the Math teacher incluedes but not limited to the following: