**JESSY**

**JESSY.364540@2freemail.com**



**Primary Vice Principal / HEAD OF CYCLE WITH A SUCCESSFUL CAREER SPANNING NEARLY 9 YEARS**

***Objective:*** *Seeking to steer managerial operations in the position of*  ***School Manager or educational consultant*** *in the field of* ***education*** *while integrating expertise and leadership skills that drives organizational performance to world-class levels.*

***Additional Excellence in:*** *Proficient in upholding service standards and operational policies, planning & implementing effective control measures to reduce costs.*

**PERSONAL INFORMATION**

Date of Birth: 12 March 1982

Fluent in English, French & Arabic

**EDUCATION**

Partial fulfillment of **Master Degree (English Literature),** Holy Spirit University (2006)

**Teaching Diploma in English Literature,** Lebanese University (2006)

Bachelor Degree **(English Literature),** Lebanese University (2004

**COMPUTER PROFICIENCY**

Microsoft Word, Excel, and Access, Power Point, Publisher, Movie Maker, internet …

**PROFESSIONAL ABRIDGEMENT**

Experienced in working in the areas of ***Venue Management, Time Management, Training, Departmental Coordination, Counseling, Operations Management, Planning, Documentation & Reports, Budgeting, New Initiatives, Safety & Health Management, Team Management and Quality Management.***

Strong background with manifested commitment to the organization’s goals, ethics, professional standards and code of conduct

Proactive manager, team builder and tactical planner with ability to attract and secure key players in building strong and lasting business relationships

Well focused and confident to advise and execute on any strategic objective in particular to areas of Properties & Assets

Excellent presentation, communication and interpersonal skills with ability to relate to people at any level of business, cultures and management

Founded own animation company from 2002 – 2005 - ***Allo Animation*** and managed birthdays, school events and activities.

***As Event Manager planned and publicized the occasion to bring the right people to the right place, at the right time.***

**Career History**

**Primary Vice Principal (70 Staff/872 students) September 2016 – Present**

**Academic Quality Auditor (Same Tasks as VP but title changed) August 2014- Augsut 2016**

**Achievements:**

* **Managed a department of 70 staff members including Head of Department, Academic Auditor, Student counselors, SEN teachers, lead teachers, teachers, assistants**
* **Managed a department of 872 students and worked closely with their parents**
* **Moved the primary section from unsatisfactory to one of the school strengths**
* **Changed the entire learning environment to adapt to ADEC vision and to the 21st century skills requirements**
* **Implemented a New assessment system based on the continuous assessment and built evidence that supports this policy**
* **Built and revised whole school syllabi to correlate with the Common Core Standards and NGSS**
* **Implemented a new behavioral system based on positive reinforcement and focused on values on a monthly basis**
* **Changed the lesson plans and set up of the classrooms to make it student centered**
* **Implemented a New system in English in order to improve the English spoken and written level across the department**
* **Worked closely with other departments to ensure that we have consistency and a smooth transition across the school**
* **Worked closely with HoDs and lead teachers on the curriculum to make sure that it is implemented properly.**
* **Focused on consistency across the department and team work.**
* **Conducted many professional development sessions related to classroom, team work, curriculum…**
* **Led a committee in the School development plan and was involved in other committees since I am in the leadership position.**
* **Led a committee in the Accreditation process and was involved in other committees since I am in the leadership.**
* **Interviewed lots of candidates for the primary department**
* **Led and created lots of non-academic events such as Mother’s Day, Art Day, Innovation week….**
* **Helped in creating a New lesson plan template that fits ADEC requirements**
* **Helped in creating a new performance appraisal for teachers and staff**
* **prepared and administered the educational resources, in-service / professional development and student activities budgets pertaining to the Elementary School.**

**Some of the Responsibilities:**

* Collaborate with the Director in the selection and hiring of instructional personnel and support-staff for the Elementary School.
* Organize and administer the faculty and support staff within the policies of the school, to best achieve the goals and objectives of the school.
* Arrange faculty meetings and develop an agenda consistent with curriculum development / professional development initiatives approved by the Director.
* Develop the Elementary School faculty manual and ensure that faculty and support staff are familiar with their professional obligations.
* Oversee the work of faculty in the development of new curriculum materials, the implementation of the curriculum and the distribution of information about the Elementary School program of studies to the parent community. Also, works closely with the HODs, the deputy vice Principal and Elementary staff to modify all existing curriculum materials to comply with US-Ohio State Common Core Standards and MIS curriculum outcomes.

**Finance-related Duties**

* Prepare and administer the educational resources, in-service / professional development and student activities budgets pertaining to the Elementary School.
* Manage the current annual budget approved by SCHOOL for the Elementary School in a frugal and prudent manner so that costs are restricted while at the same time allowing for continuous improvement in the program of instruction.
* Develop a budget recommendation for each academic year for approval by the Director.
* Propose staffing and resource changes to the Director that are consistent with qualitative improvement in the instructional program.
* Coordinate the Elementary School budget requests with those of the Secondary School where this is appropriate.
* Ensure that when shaping educational decisions, that correlated fiscal considerations are taken into account and presented to the Director. Other Duties.
* Plan and implement an orientation program and induction program for all new Elementary School staff.

**Department/ Head of English (May 2013- November 2013)**

**Responsibilities:**

***Head of Department: (Grade 1 to 12)***

* Lead, train, guide and support members of department.
* Oversee their career development in conjunction with the principal, making recommendations for appropriate in-service training.
* Arrange weekly departmental meetings for each subject to ensure that all staff is on the same pace and ensure that everyone is following the school policies.
* Arranges weekly meetings with the coordinators to discuss teachers’ progress, students’ results, and ensuring that they are following the school academic calendar.
* Prepares the school timetable ensuring the fair distribution based on the Ministry of Education regulations.
* Interview new candidates, assist them when accepted, and monitoring their progress with the Principal.
* Utilize student test data to improve instruction, submit required monitor reports
* Follow up on teachers’ and students’ infractions especially those affecting academics such as excessive tardiness and absenteeism and monitor the dress code and general appropriateness of teachers, staff and students.
* Plan and execute projects.
* Prepare and deliver presentations.

***Head Of English K-12:***

* -Prepare a plan to improve the English level in the school in all subjects taught in English.
* - Prepare and maintain detailed schemes of work of all levels for use by members of the department.
* -Meet weekly with KG head of Department and ensure that the English program is being implemented properly.
* -Attend classrooms, supports, guide and co-teach.
* -Plan activities and competitions to improve the school’s level in English.

**-SABIS/ PPP, ABU DHABI, UAE-**

***Career Progression:***

**Academic Quality Controller/ School Manager (2010 - 2012)**

**ESL Teacher (2009 - 2010)**

**Achievements:**

* Instrumental in the school achieving 96/100 when the monitors came to assess the school on the Key Performance Indicator (year 2009-2010) and 100/100 year (2010- 2011)
* Successfully increased the Students progress and the relationship between Sabis Team and ADEC staff improved to a great extent.
* Played a key role to bring the PPP principals and teachers attendance to 100%.
* Parents started to attend the courses offered.

***Academic Quality Controller*/ School Manager (K -12)**

**Responsibilities:**

* Efficiently manage the PPP/ Sabis instructional plan and develop of strong partnership with the PPP School principal and ADEC staff.
* Work closely with PPP school principal on the school’s budget,
* Manage the financial & budgetary processes, student academic progress, school events, and teachers’ progress to ensure that the school derives maximum benefit from its budget.
* Responsible for & leading the school on risk assessment and the management of health and safety across the school.
* Ensure that financial information and data is provided and that it is timely, comprehensive and accurate.
* Ensure the school’s management information system is developed in line with the school’s needs.
* Utilize student test data to improve instruction, submitting required monitoring reports and advancing student achievement.
* Provide continuous training on classroom management, use of testing data, instructional method.
* Follow up on teachers’ and students’ infractions especially those affecting academics such as excessive tardiness and absenteeism and monitor the dress code and general appropriateness of teachers, staff and students.
* Responsible of scheduling, security and application of all exam procedures.
* Plan and execute projects.
* Prepare and deliver presentations

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***ESL Teacher***

* Teach the ADEC principal and staff English and train them for the IELTS exam.
* Ensure improvement in the level of English of the ADEC staff & encouraged on the daily attendance.
* Plan & deliver lessons, design & produce teaching materials, assess student performance and progress.
* Keep records, coordinate with fellow teachers, assistants and other professionals and attend meetings.
* Provide advice in developing lesson plans, and perform other tasks assigned.
* Audit the teacher advisors exams and worksheets.
* Create activities in the school that encourages both students and teachers to speak English
* Encourages the parents to attend ESL courses offered

**-AL SANAWBAR SCHOOL, AL AIN, UAE-**

**High School English Teacher (2007 - 2009)**

**Responsibilities:**

* Teach Grade 9- 10 and functioning as Student life organizer.
* Follow up on school’s events and trips.
* Orient students to their coursework, communicating course & school requirements.
* Maintain regular office hours, to be reachable by students or parents.
* Augment course content in the form of remediation, modification, and enrichment.
* Implement student's IEPs and attend IEP conferences, as needed.
* Set deadlines for student work and grant extensions.
* Face-to-face meetings with students and teaching adult, as scheduled.
* Grade student work and enter grades into a grade book in a timely manner.

**-URBAN ART, LEBANON-**

**Free Lancer Assistant Producer (2005 -2008)**

**Responsibilities:**

* Was responsible for management of events, PR for artist and hiring maintenance staff.
* Made sure common area looked presentable and kept track of the event scheduled.
* Event planning and management managing budgets, marketing imperatives, resources and vendor relationships.
* Experienced in delivering project on time and on budget, without close supervision, through service level agreements.
* Demonstrated commitment to interdependent team work.
* Identify the target audience.
* Ensure that the event complies with the local and national safety regulations.
* Draw up the budget for the all that is needed.

**TRAINING/WORKSHOP ATTENDED**

Leadership training

Obtained Certificate in *Differentiated teaching*

Attended a workshop by *Beyond* consulting and training Company and obtained a certificate in “Empowering Leadership”

Train the Trainer Workshop

MENA Common Core Workshop

(Many others related to assessment, teaching and learning, School Improvement Plan, Student Competency Framework, Classroom Observation…)

**EXTRACURRICULAR ACTIVITIES**

Worked in a rehab Center JCD with teenagers who were recovering for drugs

**EVENTS MANAGED**

Faqra Club Summer Festival 2005

Faqra Club Summer Festival 2007

Mena

Crystal Awards 2007

Faqra Club Summer Festival 2008

Hammana Comedy Festival 2008