**Annie**

**Annie.365047@2freemail.com**

**Career**

**Profile:**

**Summary of skills:**

**Technical skills:**

**Educational summary and license:**

As a highly skilled Biology Teacher With more than 9 years' experience as a Biology Teacher, I am adept in technology use in the classroom, and different teaching and learning techniques. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate interpersonal and communication skills, I excel at: Maintaining classroom order and discipline with effective measures. Mentoring students one-on-one to improve test scores. Documenting lesson plans, grades, and progress updates. In addition to my experience and personal qualities, I have a solid educational foundation and a passion for student achievement. I am seeking the position of a biology teacher at your Institute to utilize my capabilities and professional experience for the academic progress of the students.



 Excellent knowledge of the subjects and ability to effectively teach and communicate it to the students.

* Ability to conduct classes of students from high school and college in Biology.
* Ability to conduct practical, giving the students assignments, and evaluating them.
* Ability to prepare audiovisual presentations for the students.
* Excellent oral communication skills, problem solving, and decision making abilities.
* Ability to plan and organize theoretical as well as practical biology classes for students.
* Ability to conduct classes of students from high school and college in Biology.
* Ability to develop study material, handouts, and bibliography of additional reference material for students.
* Excellent knowledge of computers and ability to use the Internet to gather information for students.
* Master's degree majoring in Marine Biology from Pondicherry University, in the year 2003, **was the first rank holder in the University.**
* Bachelor's degree majoring in Biology (Botany and Zoology) and chemistry from Utkal University, in the year 2001.
* Bachelor's degree in Teacher Education Program (B.Ed) from Utkal University, in 2001.

1

**Certifications:**

**Professional**

**Experience:**

* IATA- certificate course on airline ticketing.



* Computer training and certification for all Microsoft technologies.

**September 2007 –Present**

North American International School–Dubai, U.A.E,

**HOD- Science**

Key responsibilities undertaken include:

CURRICULUM AND INSTRUCTION

* Provide academic leadership to the department
* Review, development and implementation of the curriculum of the subject
* Review Assessment Criteria according to the changing needs and practices
* Assist in selection of text books
* Assist Principal/curriculum coordinator/Supervisor on all curriculum matters.

SUPERVISION

* Monitor the academic and administrative activities of the department
* Monitor quality of study material provided to students
* Conduct lesson observations of teachers in their department and guide them in using appropriate teaching techniques, if required.
* Check the Assessment papers of their department before

submitting to their respective supervisors in order to ensure appropriate standards.

* Analyze the results of the assessments and set targets for their subjects.
* Analyze effectiveness of curriculum and teaching practices.
* Monitor preparation of examination portions.
* Track the academic progress and attainment of students within the department.
* Check teacher’s planners and student’s work on a regular

basis.

ORGANISATION

* Foster team spirit and lead department to work amicably and professionally
* Conduct training sessions/ workshops/seminars
* Assist in demonstration lessons for new staff
* Review resources required and put in requisition for the

2

requirements of their department with the librarian and lab material suppliers.

* Maintain and update curriculum files.
* Ensure the scope and sequence is appropriate and followed

throughout the school.

* Serve on committees as and when required.
* Hold regular department meetings to discuss and adopt different practices to achieve targets and maintain good academic standards.
* Ensure that section repair/maintenance work is communicated to the appropriate person and follow up on the work

**Additional responsibilities undertaken:**

* Participated in various educational seminars and teacher's training workshops.
* Leader of School action plan committee for “Curriculum and

authority”.

* Was a member of the programme planning committee during CITA accreditation held at North American International School–Dubai, U.A.E, (2008-2009)
* Was an editing group member of the science curriculum. (2007-2008)
* Have attended several workshops held by EEG, CITA Five

star conference, NGSS, ADVANCE-ED and Other science workshops.

* Leader of the school self-study committee (SSC) for Science Teaching, Learning & assessment area.
* Planning and organizing science events during science week like science fairs, science theme based assemblies inviting judges and organizing for the science week activities.

**September 2007 –Present**

North American International School–Dubai, U.A.E,

**High School Biology Teacher.**

Key responsibilities undertaken include:

CURRICULUM AND INSTRUCTION

* Regularly review curriculum guides and plan lessons that lead to fulfillment of course standards and objective
* Prepare daily lesson plans (or assignment schedules) containing learner outcome/objective instructional plan and planned resources.
* Assess students on a regular basis using several tools such as class participation, projects, short and long-term assignments, quizzes, teacher-made and standardized testing material, etc.

3

* Design and maintain a positive, pleasant and nurturing classroom environment. This includes regular preparation of bulletin boards and classroom displays.
* Implement an effective classroom management/discipline program, which promotes effective student learning.
* Review and incorporate instructional technology and audio-visuals to support the fulfillment of lesson objectives.
* Assign homework supportive of the classroom program and that is within the expectations and goals of the school.



* Offer weekly activities/clubs to students. SUPERVISION
* Effectively oversee the learning process in the classroom.
* Supervise students, at lunch, recess and/or during scheduled periods, according to campus plan.
* Supervise students on school activities, bus trips, class parties during the week and weekends.
* Takes precautions to protect records, equipment, materials, and facilities.
* Identify student needing extra emotional or academic

support and inform concerned person. ORGANIZATION

* Organize class parties and activities, dependent upon assigned responsibilities.
* Arrange for field trips that extend or apply classroom learning.
* Plan and present classroom assemblies at regular intervals and/or as assigned.
* Review/practice emergency procedures with students.
* Conducts assigned classes at the times scheduled
* Enforces regulations concerning student conduct and discipline
* Demonstrates timeliness and attendance for assigned responsibilities
* Provides adequate information, plans, and materials for substitute teacher.

PROFESSIONAL DEVELOPMENT

· Participate in scheduled in-service curriculum planning, and professional development activities.

COMMUNICATION

* Communicate the Vision, Mission and the Core Values of the school to students, teachers and the parent community.
* Demonstrates communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel
* Models correct use of language, oral and written
* Meet with parents in an open house early in the school

4

year, presenting an overview of the classroom program priorities.

* Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications
* Provide written reports of student progress, as requested, scheduled, and/or as needed.
* Maintain an attitude of openness and a desire for communication.
* Alert responsible personnel to classroom repair needs. RECORD KEEPING
* Maintain an accurate record of each student's work for use in determining grades.
* Enter marks on a regular basis in the School Management system.
* Upload weekly plans, homework and resources in the School Management System every week.
* Maintains confidentiality of students and students’ records
* Record grades and attendance annually in the cumulative record folder.
* Maintain a daily record of student attendance.
* Keep a record of achievements and successes of students in their class and ensure that all get an equal opportunity to participate in extra and co- curricular activities.
* Keep a record of textbooks and materials assigned to students.
* Oversee responsible use of supplementary texts, materials, and supplies.
* Complete end-of-the-year procedures, according to appropriate inventories and checklists.
* Facilitate collection and reporting of funds for school-

generated projects. COLLABORATION

* Actively participate in a new staff induction program in August of the first year of employment.
* Works cooperatively with school administrators, special support personnel, colleagues, and parents
* Collaborate with other teachers in the on-going articulation and evaluation of curricular programs including: scope and sequence priorities, effective teaching strategies, authentic assessment practices and related textbook adoptions.
* Serve on committees and/or supervise activities supporting overall school program, including school accreditation.
* Seek opportunities for curricular integration.
* Attend all staff meetings

APPRECIATIONS RECEIVED

* I have been commented upon by the KHDA Inspectors for outstanding teaching techniques in high school science.

5

(Biology). During their yearly school inspection Verbal



Appreciations for efficient leadership of science department were also stated by the inspectors

**June 2004- October 2005**

MIDDLE EAST SWITCHGEAR IND LTD – SHARJAH; 06-5388173

**As purchase in charge.**

Key responsibilities undertaken include:

* Reporting to the managing director
* Making a list of materials in stock and materials to be ordered.
* Preparing local and foreign purchase orders.
* Making local purchases, by finding the suitable supplier and negotiating on the price, quality of products and delivery of the materials on time.
* Maintaining purchase department files.
* Organizing product delivery schedules (sea and air Freights).
* Organizing shipment clearance (Port clearance).

**Dec 2003- May2004**

Eduscan Educational Institute–Dubai–U.A.E,

**As a Biology Teacher**

**(CBSE. SAT-II biology, IGCSE, American curriculum)**

Key responsibilities undertaken include:

* Conducting classes, assigning, and evaluation of home assignments of Students.
* Evaluating, maintaining records, and discussing it with

parents

* Planning, developing, and implementing innovative teaching methods for students.
* Assisting and guiding the students to participate in various Competitions and exhibitions.

**June 2003-Dec2003**

St. Johns Residential School– India,

**As Senior Science Teacher (ISC Board for std.9-12)**

TAUGHT GARDE 9 -11CBSE Biology; GRADE 10 ICSE; Biology; GRADE11- VHSE; Biology.

Key responsibilities undertaken include:

* Preparing lesson plans, teaching, and demonstrations of various experiments to students.
* Conducting classes, assigning, and evaluation of home

6

**Areas of interest:**

**Hobbies:**

**Preferred**

**Place of**

**Work:**

**Personal**

**Details:**

**References:**

assignments of Students.



* Participating in the training seminars and workshops for teachers.
* Evaluating, maintaining records, and discussing it with

parents.

* Planning, developing, and implementing innovative teaching methods for students.
* Organizing field studies for students and also discussing the recent research done in the field of Biology.
* Assisting and guiding the students to participate in various competitions and exhibitions.
* Reading Science journals and collecting information about the recent developments in the field of Biology.
* Interacting with students and guiding them to opt for the

right courses and career in future.

* Sports, Athletics, Swimming, Drawing, Reading, literature

competitions & Traveling. Achieved numerous merit certificates for the above events at school, university and district levels.

Drawing, Reading

7