|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|  | Reham |

|  |  |
| --- | --- |
|  | Reham.366887@2freemail.com  |

 |
|   |

**Career Profile:**

* I am a passionate enthusiastic target- oriented innovative educator whoisfully dedicated and committed to facilitating quality education. I am a well- trained leader with strong academic background and proved ability of creating dynamic teams and positive energetic environments that motivate each member of the team to perform at his/ her best level.
* I enjoy a broad experience and a proved ability to handle and improve school practices that include managing staff , designing, mapping and aligning curriculum to cater for the students’ needs and ensure the desired progression of the curriculum vertically and horizontally, providing and managing professional development, , aligning and standardizing assessments, communicating efficiently with the school community, parents and external bodies and facilitate all what is needed to achieve school objectives and work towards materializing the organization vision and mission.
* Fully- conversant with Common Core State Standards and significantly experienced in aligning schools’ curriculum with the CCSS as well as in standardizing all assessments and performance tasks to align with CCSS and incorporating the DOK (Depth of Knowledge Levels) to all teaching and assessment practices. I have attended a number of significant trainings and conferences including the Common Core MENA Conference 2016 in this regard.
* Certified GEMS trainer (Train The Trainer Program) and have delivered workshops and training sessions in the school and across GEMS schools such as “*The Art of Team Work*” workshop that I successfully conducted several times across GEMS staff.
* Fully-conversant and experienced with the National Agenda Vision 2021 and how to manifest its Key Performance Indicators in the school practices starting from modifying and enriching the curriculum, preparing students, educators and parents for the standardized and international assessments ( IBT, CAT4 ,MAP, UAE National Exams (NAP) to organizing relevant motivating and enriching activities.

* Conduct Professional Development Trainings in the NWPS school. Delivered workshops for the English Department and the school staff in different topics such as Integrating Technology in classrooms, Differentiated Instructions, Multiple Intelligences, Writing Workshops, Teaching Strategies and Instructions.
* Experienced in designing, planning and executing cross- curricular and ( UbD )

 well - balanced Curriculum Map for each grade.

* Well-experienced in writing SEF (Self Evaluation Form) and school portfolio to reflect the best practices in school as per KHDA framework.
* Experienced in the accreditation processes (been through NEASC) as Fully-conversant and able to furnish all actions and practices needed to meet the indicators and expectations.

 .

**Education:**

* **Masters of Arts in Translation and Interpreting** .**The American University of Sharjah (AUS) 2006**

 My thesis is published by AUS and available online:

* **Post-Graduate Diploma in Schools Management. The University of Jordan, 2000**
* **B.A. Degree in English Language and Its Literature. The University of Jordan, 1998**

**Professional Experience:**

* **Head of English Department (1-12 ) in New World private School**

**( Sept.2016- Current ) My duties include :**

* Leading the English Department team across the school (1-12).
* Introducing, monitoring and following up with a number of new initiatives that considerably and notably improved the quality of English Subject across the school.
* Training the department members to adapt and apply the latest practices in teaching and learning strategies.
* Organizing and delivering PD sessions, workshops and model lessons for the school staff.
* Designing the curriculum and enriching the resources to ensure the best alignment and coverage of the standards and expectations and the smoothest transitions from one grade to another and between phases.
* Supporting staff members to write individual professional development plans to identify their strength points and their areas for development and have help them work accordingly to achieve their agreed-on targets.
* Arranging a wide range of activities and competitions that appeal to students’ different skills and competencies in language such as Spelling Bees, Recitations, Characters’ Day, Career Day, Reading Competitions, ..., etc. in order to motivate students and diverse their learning experiences. Organizing a book fair with collaboration with the leading publishers. In addition to participating in the competitions on the country level: Crossfire Debate 2017, Emirates Airline Festival Qasidah par Coeur Competition 2017.
* Empowering the team members by delegating responsibilities and assigning them roles.
* **Al Khaleej National School – GEMS ( 2009- 2016).**

**Head of English Department**

 **Head of ELL (English Language Learners) . My duties include:**

* Building strong team, guiding, directing, training and supporting them constantly to ensure that students are enjoying quality learning experiences.
* Mentoring, reviewing and approving all lesson plans, assessments, performance tasks and activities.
* Design and termly review the Curriculum Map of each grade to cater for students’ needs as well as ensure alignment to the CCSS.
* Observing teachers’ lessons regularly and providing them with constructive feedback and proper training to help achieve the targets assigned for them in the individual professional plan set for them at the beginning of the yea
* Conduct: Clinical observations, formal observations, walk- through visits – power walk- through and joint walk through visits on regular basis.
* Conduct regular meetings, Professional Development sessions and workshops.
* Conduct regular marking audit against standardized rubric.
* The Admin of the Reading on- line program in the school: The Scholastic Literacy Pro and Scholastic E- Library and have attended all its required trainings and forums.
* Train teachers to adopt an inquiry based teaching methodologies and monitor this based on a specially designed rubrics.
* Communicate effectively with the leading publishers and resources distributors in the country: HMH, Pearson and Scholastic to get all the up-to date resources and trainings.
* Writing the Department SEF part for the KHDA inspection Report.
* Analyze exam results: Internal and benchmark exams (MAP) on termly basis and create action and intervention plans accordingly.
* Efficiently Responded to HH Sheikh Mohammad bin Rashid‘s Declaration of 2016 as UAE Reading Year by taking the initiatives and organizing a number of theme -based activities and competitions in the department. Some were highlighted and shared on GEMS page on Facebook and Twitter.
* **As School ELL HOD, my duties include also:**
* Restructured the department and re- constructed it to enable it provide a customized personalized learning plan for each student based on an initial- skill- based screening test to assess his/ her level of proficiency in English.
* Adopt a fully online learning plan in collaboration with reputable American institutes to motivates students and assess their progress in each skill on daily basis.
* Involve parents in students’ learning plans and conduct regular meetings and coffee mornings with them to discuss their children’s targets and progress.
* **Baghdad Institute –UAE, Sharjah - (Sep.2006- /June 2007)**
* I worked as an English language instructor in this institute where I was in charge of:
* **TOEFL** (iBT) training courses
* **ILTES** (Academic and General module test) training
* Teaching English as a Foreign/Second language for adults.
* **American University of Sharjah (AUS) (2005-2006)**
* Assessing BA Translation students’ projects in the American University of Sharjah and grading them under the supervision of Professor Rana Radawi**.**
* **Dubai National School –Al- Twar Branch .UAE, Dubai (2004-2006)**
* High -School English teacher.
* **Al –Ridwan Private Schools. Amman, Jordan (1998- 2001) American Curriculum**
* Middle and high school English teacher. In this school I was also in charge of the Drama Club and my team performed classical Shakespearian plays.

**Trainings and Certificates:**

* **UbD Training ( Understanding by Design )**
* **Online Literacy Programs : Scholastic Literacy Pro Trainings and Forum & Achieve 3000**
* **International Mindedness**
* **Unpacking the Common Core standards**

|  |
| --- |
| * **“How to Use Text and Online Resources Effectively for student Engagement and Assessment"**
 |
| * **GEMS Leadership Program ( LDP**)
* **MENA Common Core Conference 2016**
* **Inquiry Based Learning**
 |
| * **Developing Leadership Behaviors**
* **Team Dynamics**
* **Improvement Planning, Evaluation and Analysis.**
* **Lesson Observation and Performance Management**
* **Creativity and Innovation within Curriculum**
* **Power Walk –Throughs Training + A Full – Day Learning Walk Throughs**
* **Implantation in GEMS Dubai American Academy School**
* **MAP Tests Training (attended then conducted for the staff)**
* **Using Skills Navigator to excel in MAP tests .**
* **“Understanding differentiation, Growth Mindset, and Flipped Bloom's Taxonomy"**
* **GEMS Global ED & Skills Conference 2016**
* **GEMS CERTIFIED TRAINER TTT ( Train the Trainer Program accredited )**
* **Using Innovation in Classroom Setting**
* **Full Day visit to Indian High School (rated outstanding) (attending flipped classes and meeting with the senior leadership team)**
 |