Dr. Nighat

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Objective:

Gain utmost competence in teaching field through enthusiasm, hard work, ethics, sincerity, creativity and brilliance. Moreover serve for the welfare of society through educating others. And to continue my career at a highly-reputed and eminent educational institute and to gain exceptional career, move ahead through long efforts and performance regularity.

SYNOPSIS

PHD in Mathematics with various international certifications related to education, management and leadership. Above 26 years of experience in teaching and coordination in basic and advance subjects in Mathematics and 4 years’ experience as assessment coordinator. Considered to be a passionate educator who has excellent knowledge in designing both teaching & training modules plus applying appropriate strategies, principles, and methods in order to attain the learning objectives. Possess ability to motivate and interact with diverse students at various academic levels. Self-motivated with planning, research, organizational, interpersonal and leadership skills.

Summary of Qualifications:

* Highly gifted research and teaching aptitude
* Consistent and outstanding academic records throughout my education
* Crystal clear understanding of the underlying principles of the subject and its relevancy to other domains
* In-depth knowledge of various techniques and approaches applied at a research project
* Perfect knowledge about the common job duties of a lecturer and ability to perform them efficiently
* Familiarity with the general administrative environment at educational institutes and idea about their practices
* Highly innovative in depicting the subject matter to the students/audience, using traditional methods as well as modern aids

**Accreditation Experience:** NEASC

**Academic Education**

* PhD in Applied Mathematics **,** Halifax University, USA 2006
* Masters in Science (Applied Mathematics), Karachi University, Pakistan 1994
* Bachelor of Science,(Math, physics, chemistry) Karachi University, Pakistan 1991
* Cambridge International Diploma For Teachers and Trainers,

University of Cambridge (UK), Knowledge Village, Dubai, UAE 2008

* Cambridge International Diploma in business Finance

University of Cambridge (UK), Knowledge Village, Dubai, UAE 2010

* British Council Certificate for General English 2006

**Experience as Assessment coordinator:**

**September 2012- Present**

**New Academy School (Dubai)**

* Conducted PISA,TIMSS, PIRLS, IBT.
* Conducted MAP and CAT 4 ( MAP:2015& 2016 and CAT 4 2016)
* **Approved test center coordinator from college board for PSAT,SAT,AP.**

As Assessment Coordinator managed the development and implementation of a comprehensive program of assessment for the purpose of institutional improvements in accordance with accreditation requirements in support of institutional effectiveness. Also work with the faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels. Provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and external stakeholders. Coordinator will coordinate the collection, evaluation, and dissemination of all academic, support, and administrative units.

* Work with non- instructional and academic support units to develop and assess service outcomes and develop reporting forms if they do not exist.
* Develop statistical models to measure impact of learning support services on student achievement of intended learning outcomes.
* Develop item analysis reports as necessary to help faculty evaluate the effectiveness of tests and test items.
* Conduct focus groups with students and/or faculty and staff to get insight into practices that work and those that do not.
* Work with supervisors to problem-solve issues that arise with assessment plan and present solutions to appropriate bodies.
* Work with continuing education coordinators to develop SOW.
* Work with the accreditation liaison person and assist with accreditation activities.
* Create reporting forms for assessment activities on campus.

Able to: Facilitate work groups, Organize, Problem solve, Plan, Communicate and present ,Provide resources, Monitor assessment process, Collaborate with others, Coordinate, Lead, Collect, analyze, and interpret data, Train others on complex processes.

* Conducted data analysis workshop for CAT4 & IBT for teachers.
* Conducted SAT & TOEFL registration workshop for Students

Computer Skills

Good computer skill literacy in basic business application such as MS Word, MS Excel, MS Power Point, E-mail, Printing etc.

Achievements

* Wrote the SAT I & Calculus practice book for New Academy School, Dubai, UAE.
* Track record of achievements in delivering lectures on Calculus, SAT I , Algebra 2, Precalculus, Statistics and Physics to Grade 11 & 12 both in UAE & Pakistan.
* Privileged to have participated in a painting activity, which was included in the Guinness Book of World Records as the Longest Painting in the World.
* Attended The First Annual International Education Symposium entitled “The 21st Century Educator: Keeping up with the times” which was held in Higher Colleges of Technology in Abu Dhabi, UAE last March 21, 2009.
* Attended Ittihad Math Conference which include topics in History and Philosophy of Math, Making Math come active in your class room, Fractional Calculus, Differentiated Instructions in Math class room, Strategies of Co-operative learning in the Math classroom, and Current Practice in Math” last April 2007 in Dubai.

**Work Experience**

**September 2013- Present**

**New Academy School (Dubai)**

**Math Teacher + Head of Department (MATH**) { KHDA approved high school Math teacher & HOD}

* Develop innovative, non-traditional approaches to the mathematics curriculum in order to ensure appropriate access and achievement for all students.
* Ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
* Creates class curriculum that is appropriate for grade level
* Plans, develops, and utilizes a variety of instructional materials and aids appropriate to the intellectual and instructional level of pupils from varied socio-economic and cultural backgrounds, and who possessa range of mental and emotional maturity.
* Conducts classroom activities according to program requirements
* Tracks and reports grades and attendance to ensure accurate record keeping according to regulations
* Provide students with the necessary resources and materials to help them understand the course content
* As HOD
* Provide professional leadership to a large team of teachers and support staff in the delivery of the full range of mathematics teaching from key stage 3 to university entrance.
* Develop innovative, non-traditional approaches to the mathematics curriculum in order to ensure appropriate access and achievement for all students.
* Manage the resources of the mathematics department within the limits of the delegated budget and in accordance with the school’s financial procedures.
* Ensure that appropriate performance management arrangements are in place and maintained in the department and that a robust programme of professional development is designed and maintained (this to include provision for support staff and non-specialist teachers).
* Ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
* Contribute significantly to the school’s planning (both short and long term) and provide leadership to whole school developments, as required.

**September 2010- Sept. 2013**

**New Academy School (Dubai)** {KHDA high School teacher for Calculus, Pre-calculus, Algebra 2}

**Math Teacher Grade 11 and 12 + High School Math Coordinator**

Oversight of programs to ensure all staff in the department are teaching the program appropriately, with particular reference to content is being taught in a relevant and engaging way and an appropriate integration of technology

* Plan and develop appropriate resources to ensure an effective department.
* Ensure students are assisted in developing personally and professionally
* Develops and maintains relationships with students in order to monitor and resolve student concerns and learning roadblocks
* Directs students to appropriate resources to help solve individual issues
* Reviews, analyzes and evaluates the history, background, and assessment of pupils in designing instructional programs to meet individual educational needs.

**September 2005 –Sept 2010**  
**New Academy School (Dubai)** {KHDA high School teacher for Calculus, Pre-calculus, Algebra 2}

* Gained valuable experience teaching Math to years 11&12
* Developed skills in lesson planning and assessment
* Organized group work
* Developed strategies to deal with classroom behavior
* Dealing with difficult behavior; dealing with a wide range of people in sometimes stressful situations
* Time management; by successfully juggling academic deadlines and the demands of my part-time jobs
* Training/mentoring; I was given increasing levels of responsibility including training new members of staff so that they became effective members of the team

**June 2001 –Sept 2005**  
**H.H Seikh Rashid Al Maktoum Pakistani School (Dubai)**

{KHDA high School teacher for Calculus, Pre-calculus, Algebra 2}

**Math Teacher Grade 11 and 12 + High School Math Coordinator**

* Delivering quality and effective teaching strategies to enhanced students learning.
* Identifying & implementing appropriate ways to effectively communicate the subject to students by preparing lesson plans that will help achieve the teaching and learning objectives.
* Preparing lectures and discussions in a creative manner to gain students interest and making difficult topic become an easy one.
* Evaluating students’ performance through conducting regular assessment test every after each topic and providing them with techniques on how to solve difficult Math problems.
* Teaching Math using the standard and modern methods in deriving equations.
* Imparting to students the importance of Math subject in our daily activities & motivating them.
* Preparing weekly and annual plans; updating teaching materials; organizing project work; keeping track of all students’ performance record, etc.

**Sept. 1998 –June 2001**  
**English Medium Pakistani School, Bur Dubai (Dubai)**

**Math & Science Teacher Grade 10**

* Planned mathematics & Science syllabus for Gr.10.
* Developed topic wise scheme of work by utilizing a variety of resources including audio visual aids and electronic media (internet)
* Reviewed weekly lesson plans for teaching core syllabus of Mathematics and Science.
* Analyzed examination papers devised by teachers of the respective grade.
* Evaluated formative and summative assessments.
* Conducted weekly meetings with the teachers concerning students’ Progress in the subjects.
* Devised and implemented innovative strategies catering to differentiated learning.

**September 1990- September 1996**

**Children Model School, Karachi Pakistan**

**Math & Science Teacher Grade 10+ Assistance Headmistress**

* Served as a **Math & Science teacher** for grade 10 and **Assistance Headmistress**
* Earned high marks for the quality and creativity of classroom teaching, lesson plans and instructional materials used in teaching.
* Developed innovative approaches that were repeatedly held up as the model standard for meeting district goals in areas including technology integration across the curriculum..
* Consistently commended for ability to redirect students exhibiting behavior problems by replacing disruptive, unproductive patterns with positive behaviors.
* Actively served on a variety of school committees and task forces focused on curriculum development, textbook review and anti-bullying efforts.
* Established positive relationships with students, parents, fellow teachers and school administrators/staff.

SEMINARS / WORKSHOPS

* “Using Differentiated Instruction to Develop Critical Thinking” conducted by

Dr.Nancy Updegraff from International Education consultant (March 2013) in Dubai.

* “From Start To Finish: Features Of An Excellent Lesson”, and “Steps Of Good Practice In Lesson Planning, Delivery and Classroom Management” conducted by Qaisra Shahraz, 2009.
* “Thinking Frames To Help us Renew Our Views Of Learning and Teaching”, and “Exercises To Develop Students’ Self-Awareness As Learners & People” by Mario Rinvolucri, 2009.
* “Theories of Teaching & Learning and Leading & Managing Change” by Matthew Lloyd, 2008.
* “Professional Development and Program In-Service Workshop (Vocabulary Development in a Dynamic Classroom” conducted by Hector Ramirez (March 2008) in Dubai.
* “What Aspect Of Shape Work Should Be Done?”, “The Language of Mathematics”, “Functional Mathematics”, and “Incorporating Problem Solving Into The Curriculum, Fact, Or Fiction?” conducted by Lyndon Baker last February 2008.
* “Math Connects: Problem Solving Skills and Strategies” and “Hands-on Science: Take a Closer Look” conducted by Mrs. Ellen Grace from Macmillan McGraw-Hill (February 2008) in Dubai.
* “Self Made Toys and Teaching English” and “CLIL or CHILL Much Acronymic To Do About Nothing” conducted by David Vale last May 2007.
* “Hands-on, Minds-on Activities to Extend the Language of Math and Science” conducted by Dr. Nancy Updegraff from Harcourt International (March 2007) in Dubai.
* “Journey to Excellence”, School improvement and Innovation 6 October 2016,Atlantics Dubai, UAE. Conducted by Yardstick Educational Initiatives.

PERSONAL DETAILS

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| Nationality | : | Pakistani |
| Date of Birth | : | 21st December 1969 |
| Marital Status | : | Married |
| Visa Status | : | Husband visa |
| Languages | :  : | Arabic (Basic), English and Urdu |