* **Post applied for: vice principal /Principal**

**HAMEED M.SC, M.PHIL, B.Ed.

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| 1.School Vice Principalpace international school, Sharjah March 2016 to Till date | Obtained equivalency and got the approval to work as Vice Principal by the ministry of Education, UAE. |

**Career Objective:** - To work as a Principal /Vice Principal in your esteemed institution and provide educational leadership as well as handle daily activities, manage finance, and resolve problems of staff and students.

**Summary of Skills:** 25 + years of experience as the head of the school

* Experienced in resolving conflicts between students and teachers
* Committed to bring reform in education field and help people
* Excellent communication, interpersonal, and leadership skills
* Knowledge of budget preparation and implementation
* Familiarity with state licensing requirements and federal laws

**Work Shop Conducted & Attended:-**

* **PACE INTERNATIONAL SCHOOL, SHARJAH**
* Communication and Teambuilding (Conducted)
* Leadership Effectiveness, Pace International School, Sharjah (Conducted)
* Gulf Council: - Unified inspection framework will standardize UAE schools. (Attended)
* Performance standard 1 Seminar conducted (Conducted)
* Performance standard 4 Seminar conducted (Conducted)
* Performance standard 6 Seminar conducted (Conducted)
* Child and Safety fire drill conducted and supervised (Conducted)
* Strategies for innovation and reform in the school system: - (Seminar attended)
* Strategies for Innovation and reform in the school system (Conducted)
* Carrier Guidance Program me for Grade 9-12 (Conducted)
* Methodology of Teaching Science seminar conducted (Gulf Asian English School) (Conducted)
* Bansal India Talent search program me organized (Conducted)
* Science India Forum (Sharjah, UAE) Quiz program me organized
* Headed the MOCK inspection conducted as per the norms of the Inspection frame work of MOE in India International School - 2017 (Conducted)
* Effect of Critical Thinking (organized by Gulf council in Dubai) (Attended)
* **INEGRATED INDIAN SCHOOL, KUWAIT(Kalka Group of Institution , New Delhi)**
* :- How to organize the Astronomy club (conducted)
* Leadership and Development (Dr.Anju Mehrotra ) Principal ,Kalka Public School, New Delhi (Attended)
* Taking the Constitution Seriously (Ms.Onika Mehrotra ) Director , IIS, Kuwait
* Strategies to enhance academic excellence in school going children; (Conducted)
* GLOBAL ACADEMIC INSTITUTE FOR PRIVATE TRAINING, KUWAIT: -Working as a P.I –
* Understanding Adolescents "Tweens and Teens"; Insights into transition from young to adolescent (conducted)
* So You Want To Be A Teacher? By Mr. Anis Ahmed (Director IIS , Kuwait)
* Tamil Islamic Sang am ,Kuwait ( Carrier Guidance Conducted)
* **HAMDARD PUBLIC SCHOOL NEW DELHI**, INDIA: -How to hold the interest of the students in the class (Effective Teaching Methodology) (Conducted)
* Gene Cloning (Seminar attended in British council, New Delhi)
* Science and Technology Seminar attended (Hamdard University New Delhi)
* Inhalation of Contaminated Mine Waste Dusts as a Route for Systemic Metal Toxicity, (Dr Salim Javed, Hamdard University New Delhi ) Seminar Attended
* Intel tech to the future , (master trainer course –3-12-2001 to22-12-2001) (Attended)
* Edu comp Data Matics pvt (basic computer operation and Word, excel, edunet, internet, email, tally package) (Attended)
* In service training program me in Delhi. 13-10-2001 to 14-10- 2001(teaching methodology) (Conducted)
* Developing a strong thinking mind and whole brain development (Conducted)

**WORK EXPERIENCE:-**

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| * Assists a principal in the general governance and leadership of a school.
* Responsible for student discipline, classroom observations, teacher evaluation and supervision, facilitating parent meetings, maintaining schedules, and handling logistical matters.
* Serve as testing coordinators, training staff on procedures related to standardized assessment, as well as accounting for testing materials.
* Instructional leader is playing a greater role in ensuring the academic success of students by helping to develop new curricula, evaluating teachers, and dealing with school-community relations.
* Works directly under the principal and helps coordinate, direct and plan the academic or auxiliary activities of the school.
* Manages the teachers, counselors, staff and students on a daily basis. Along with the principal, they review and approve or recommend modifications to new or existing programs and then submit their proposals to the school board.
* Oversee the maintenance of attendance records, personnel reports, planning and other activities.
* Coordinates or directs the use of the high school facilities.
* Meets with staff and parents to discuss policies, educational activities and a student’s learning or behavioral problems.
* Provides counsel and guidance to students regarding academic, personal, behavioral or vocational issues, along with enforcing attendance and discipline rules.
* Organizes and directs committees of volunteers, specialists and staff to provide either advisory or technical assistance for programs and develops partnerships with communities or organizations to help meet educational needs providing school-to-work programs.
* Make decisions and solve problems by analyzing information and selecting the best solution, along with developing cooperative and constructive working relationships.
* Perform daily administrative tasks such as processing paperwork and preparing or maintaining information files, records and reports and also handle complaints, resolve conflicts or grievances and settles disputes.
* Uses extensive knowledge, skills and experience to deal with the responsibilities of students and staff on a daily basis.
* Working closely with the principal on a daily basis to ensure the smooth overall operation of the school.
* Supporting committees of staff and parent that function to improve the learning and social environment of the school for the students.
* Observing classes, developing rapport with the students, handling discipline issues and filling in for the principal when required.
* Resolving conflicts between students, teachers, parents or combinations of conflicts between various individuals.
* Assisting in yearly teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the school.
* Directing assemblies and other special gatherings of students for events throughout the year.
* Developing emergency response plans for schools as required by state and federal education agencies. Filing reports and updating as required.
* Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.
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| SL.NO | NAME OF THE INSTITUTION | POSITION | FROM | TO |
| 1 | Pace International School, Sharjah, UAE | Vice Principal | 2016 | Till date |
| 2 | Integrated Indian School , Jaleeb ,Kuwait and  | Academic Coordinator | 2004 | 2016 |
| 3 | Global Academic Institute for Private Training (B.Ed) College, Kuwait  | PI Coordinator IGNOU New Delhi | 2004 | 2016 |
| 4 | Hamdard Public School , New Delhi | HOD of science cum PGT Bio | 1997 | 2004 |
| 5 | Kodaikanal Public School (Minerva Jr CollegeTamil Nadu and AndraPredesh | HOD of Science cum PGT Bio | 1995 | 1997 |
| 6 | Committee Middle School ,Tamil Nadu | HOD of Science | 1994 | 1995 |
| 7 | Princes Matriculation School,Tamil Nadu(Burhanudin Higher Sec School ,Gujarat) | HOD of Science | 1992 | 1994 |

Strength: - Staff Development, Leadership Development, Educational Leadership, Teacher Training, Team and Talent Management, Sourcing, Parent orientation, Public Relation etc

* **Prepared the school for C.B.S.E. Affiliation & up gradation for X & XII**
* HAMDARD PUBLIC SCHOOL, NEW DELHI,
* INTEGRATED INDIAN SCHOOL, KUWAIT **(Kalka Group of Institution, New Delhi)**
* GLOBAL COLLEGE OF HIGHER EDUCATION, KUWAIT (**Affiliated with Indira Gandhi National Open University, New Delhi)**
* ZAHEEN INSTITUTE IN KUWAIT (AFFILIATION PROCESS WITH IGNOU, NEW DELHI )
* PACE INTERNATIONAL SCHOOL, SHARJAH, UAE.
* **Provisional Training:** -
* Training course certificate in biotechnology, (awarded by school of contemporary sciences university of Abertay Dunday, U.K.)
* *State Science Exhibition & 2001, New Delhi (Project preparation)*
* Preparing the students in various projects in life science and bio chemistry and environmental studies.
* Preparing the students for quiz and various competitive examination
* Participated in various science project competition in SHASTROTSAV
* Date of Birth: 22/3/1967
* **Educational Qualification: -**

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| **SL.NO** | **QUALIFICATION/SUBJECT** | **UNIVERSITY** | **YEAR OF PASSING**  |
| **1** | **M.PHILL (ZOOLOGY)** | **UNIVERSITY OF MADRAS** | **1991** |
| **2** | **M.SC (ZOOLOGY)** | **BHARATHI DASAN UNIVERSITY** | **1990** |
| **3** | **B.SC (ZOOLOGY)** | **MADURAI KAMARAJ UNIVERSITY** | **1988** |
| **4** | **B.ED (BIOLOGY)** | **ANNAMALAI UNIVERSITY** | **1992** |