

Areej Adel Areed

Dubai, UAE

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CAREER OBJECTIVE

A passionate educator with 14+ years of experience working in difference positions across schools' phases and closely with shareholders branding the school and making students' life an exceptional one.

EMPLOYMENT SUMMARY

August 2021 – Present

Liwa Education

Branding, Strategic Partnerships lead

Career/University Subject Leader

Main Roles and Responsibilities:

As the job is new it is evolving as per the outcomes of each activity done, below are the basic roles achieved in term one only

- Build strategic premierships with services providers and other community members
- Build the international structure of the school
- Build annual, term and improvement plans for the university and career counselling departments across Liwa Schools
- Establishing the "centralised" Electives, pathways courses offered across Liwa
- Initiate the AP program taught and examined across Liwa
- Observe lessons across Liwa
- Evaluate the effectiveness of teaching and learning
- Advise on areas of improvement
- Provide PD as per Liwa internal inspection needs
- With the other Liwa Education team members, come up with personalised school improvement plan
- With the other Liwa Education team members, sat a 5 years plan aiming to build a well-rounded students
- Train teachers and test administrators on successfully conduct PSAT & SAT
- Train Career Counsellors and High School leaders on guiding students on selecting their electives and identifying their strengths and weaknesses
- With the other Liwa Education team members, analyse students' data, build the support programs in needed subjects
- Collect, analyse and report data from all Liwa schools to the chairman

- Based on the findings, suggest improvement plans; such as: EmSAT support classes, extra winter packs ...etc

Sept.2018 – July 2021

GEMS Al Khaleej National School

Student's Affairs Consultant

Career/University Counselor

AP Coordinator

SAT Coordinator

Main Roles and Responsibilities:

- Plan the orientation period for both new teachers and students
- Develop the set of goals/objectives for students soft skills
- Build students' leadership profiles/ activities
- Lead the SA team towards meeting the department's goals and developing them
- Researches and analyses market needs and upcoming careers
- Build/develop the high school Course Directory
- Conduct parents', students' ordination sessions
- Create Career related Pathways
- Interview new admissions' and take a discussion on acceptance
- Host Career Days for high school students
- Counsel students and parents on course offerings in conjunction of their planned career pathways
- Conduct Students' interest surveys
- Develop Elective courses offerings based on students' interest
- Participate in teachers' allocations
- Building partnerships with relevant different community organizations
- Host university fairs
- Conduct parents and students' workshops, and info sessions on graduation and different equivalency requirements
- Oversee the AP courses
- Ensure AP teachers' readiness for AP
- Observe and give feedback to AP teachers
- Order, plan, and conduct PSAT and SAT
- Order, train, conduct AP exams
- Publish final reports
- Liaison with currents students and alumni

2016 – 2018

Al Mawakeb School, Dubai, UAE

6-8 Head of Section & Career Advisor

Main HoS Responsibilities:

- Set and advance the academic and administrative strategies of the section in line with the school's strategic plans.
- Develop and sustain appropriate structures for management, consultation, decision-making and communication with staff, parents, and students.
- Ensure the best possible student/staff experience through; conduct orientation sessions for new teachers and students, Plan purposeful activities, support both teachers and students' full engagement and ownership of all school activities.
- Create a dynamic and forward looking learning/healthy environment for both staff and students
 - Train teachers on the use of MAP & CAT4 data inside the classroom.
- Set short and long-term plans aiming for improving students MAP results.
- Ensure successful execution of improving students MAP scores plan.
- Contribute to community-wide initiatives in order to improve understanding, communication, and leadership skills.
- Plan after school activities.
- Ensure successful execution of after school activities.
- Ensure students' and parents' readiness for HS.
- Ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
- Ensure that staff performance is managed appropriately and in a way that is consistent with the expectations of AMSI.
- Review the DISP reports, feedback and recommendations and set immediate plan to make sure all requirements are met.
- Plan, manage, and run the SEF writing meetings
- Reviewing the annual, promotion, final reports
- Create the department's procedures
- Meet with students individually, regional, and program related groups
- Build good relation with local and international universities
- Plan and organize university fairs
- Plan and conduct student's workshops-university admission applications, personal statements writing...etc
- Guide students building their profiles
- Ensure that students are meeting their deadlines
- Write term reports

Career Advisor Responsibilities:

2013 - 2016

Dubai Arab American School, Dubai, UAE

English Teacher

2011 - 2013

International Academic School, Dubai, UAE

ESL Instructor

2010-2011

Ittihad Private School, Dubai, UAE

Classroom Instructor

2007 – 2008

Australian School of Abu Dhabi, UAE

Classroom /ESL Instructor

2005 - 2007

Iman Private School, Jordan

Classroom Instructor

QUALIFICATION SUMMARY

2018 Diploma in Coaching in Education, ACBPT, Jordan

2007 Diploma in Teaching Methods, University of Al Yarmouk, Jordan

2005 Bachelor in English Literature, University of Al Albayt, Jordan

PROFESSIONAL COMPETENCIES

Over 12 years of holistic experience in all school phases learning about different position in American curriculum institutions.

Experienced in New English Association of Schools and Colleges (NEASC) accreditation process and standards.

Experienced in Dubai Schools Inspection Bureau (DSIB) requirements, documentation, inspection, and self-studies reports.

Excellent leadership skills, people and communication skills.

Mentored, trained, and supported new instructors in the mission and culture of the institution. Oral and written language proficiencies in Arabic and English.