



Mona Mohamed

Head of Science Department

AP Coordinator

PROFILE

I am Accomplished professional Educator, Head of science department and AP coordinator with proven expertise in teaching skills, curriculum development, supervision, innovation and programs development.

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📍 Mira Community - Dubai -UAE

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EDUCATION

British University, BUID, 2019

Master Degree in Education, Leadership and Management.

University of Cambridge, 2010

Teaching Diploma, TKT (Teaching Knowledge Test)
• Managing the teaching and learning process
• Lesson planning and using of resources for teaching
• Language and background to language and teaching

Ain Shams University.

Bachelore of Science (Biochemistry course)

WORK EXPERIENCE

Head of Science Department

ATHENA EDUCATION SCHOOLS

Dubai And Sharjah Jan 2020 - Jan 2022

- Develop and implement policies and practices which echo the school's commitment to provide effective education to all pupils.
- Identify students who are underachieving and create and implement effective plans to support those students.
- Analyze and interpret national and local school data, alongside using the KHDA inspection evidence to update policies, practices, expectations, targets and teaching methods.
- Create and implement the yearly department development plan including identifying targets for improvements across the department.
- Ensure the department is working consistently to implement and improve the schemes of work, in line with UAE framework standards and address areas of improvement.
- Ensure high ability students and those with special educational needs are taught effectively.
- Ensure all assessments are based on the current schemes of work and marked fairly.
- Organize extra curricular activity related to the subject, such as schools trips and guest speakers.
- Ensure student's achievements are currently recorded and realistic targets are set for improvements.
- Set clear expectations for staff regarding the expected standard of students achievements and the quality of teaching.
- Regularly evaluate the teaching methodologies used within the department in order to identify best practice and areas for improvement.
- Ensure that the wider team including teachers, MLT and SLT remain informed about policies, plans and priorities within the department, alongside any successes and improvement plans that are in place.
- Meet regularly with instructional leadership team and the head of departments for the purpose of maintaining ongoing communication regarding a wide spectrum of school related issues.
- Develop the AP department and implement AP different programs to the school.
- Served as liaison between school and the college board, fostering meaningful learning experiences for students and teachers.
- Responsible for the AP budget request with college-board, school and parents.
- Responsible for releasing the monthly school newsletter and the science journal.
- Responsible as a SEF Chair for collecting evidences, reflect on staff practices and identify areas for action to stimulate improvement of professional learning.
- Establish the School Science Word Wall Padlet to improve students scientific literacy.
- Organize the virtual science fair to all Athena schools , providing all the 9 schools with the required data and arranging and present the event.



SKILLS SUMMARY

-TEACHER SUPERVISION & SUPPORT

-CURRICULUM MAPPING AND LESSON PLANNING.

-ASSESSMENT AND DATA ANALYSIS.

-AP PROGRAM COORDINATION.

-COLLEGE BOARD COMMUNICATION.

-SCHOOL EVENTS (VIRTUAL SCIENCE FAIR, HEART DAY, DIABETES DAY, HEALTH AND NUTRITION DAY)

-DEVELOPMENT OF ACTION PLANS.

-RELEASING THE SCHOOL NEWS LETTER

-Professional Incorporation of technology into classrooms.

-Professional implementation of Apple program In the learning process.

-IGCSE curriculum experience.

-American and AP curriculum experience.

WORK EXPERIENCE

Biology Teacher

**SCHOOL OF MODERN SKILLS
Dubai/UAE. Sep 2017 - Jan 2020**

- Biology teacher for grades 11 and 12 (Houghton Mifflin Harcourt American curriculum and Mc-Graw-Hill American curriculum)
- Implement a variety of teaching skills to accommodate all learning styles.
- Incorporate technology into classrooms.
- Implement Apple program In the learning process.

Head of Science Department

**GLOBAL INTERNATIONAL SCHOOL
Jeddah/KSA.Sep 2013 - Jan 2016**

- Responsible for curriculum development, instructional strategies, lesson planning and classroom activities.
- Evaluate and select a variety of instructional materials, textbooks and curriculum guides.
- Coach individual teachers to assist them accomplishing professional goals.
- Observe, supervise, and evaluate teachers to further school's vision of excellence.
- Facilitate professional development experiences for faculty to support excellence throughout the school.
- Develop and grow Department's portfolio of projects and tasks.
- Regularly evaluate the teaching methodologies used within the department in order to identify best practice and areas for improvement.
- Organize the annual science fair to improve students scientific skills, experimentation skills, presentation skills and hands on activity.
- Meet regularly with instructional leadership team and the head of departments for the purpose of maintaining ongoing communication regarding a wide spectrum of school related issues.
- Served as liaison between school and parents.

Science Coordinator/ Biology Teacher

**PIONEERS INTERNATIONAL SCHOOL
Jeddah/KSA. Sep 2007 - Jun 2011**

- Biology teacher for high school (IGCSE curriculum) and science teacher for middle school.
- Science coordinator for middle and primary school.

