

Ahmad Rachid Ajineh
Abu-Dhabi, U.A.E
Mobile: 050-1281876
E-mail: aaajineh@gmail.com
Holding UAE Golden Residency

Personal Information

- *Nationality* ***Palestinian with Lebanese Document***
- *Date of Birth* ***February 7, 1985***
- *Marital Status* ***Married***

Objective

I am seeking an opportunity to work in a challenging environment to further develop my skills and career on numerous projects with a professional team. My knowledge and experience have enhanced my ability to effectively communicate at all levels, be a results-driven self-starter with high energy levels and proven planning and organizational skills, as well as the ability to handle multiple priorities effectively

I look forward to continuing this growth by adding value to your dynamic organization.

Educational Attainment

- June 2006 **Beirut Arab University, Beirut, Lebanon**
Bachelor Degree in Biology and Environmental Science:
- February 2021 **Abu Dhabi University, Abu Dhabi –UAE**
Master of Education in Educational Leadership

Work Experience

* September 2016- June 2018 (Abu-Dhabi, UAE)

POSITION: ***Head of Boys' Section (Grades 5-12) Academic and Pastoral***

* **September 2019- Current (Abu-Dhabi, UAE)**

POSITION: ***Head of Section (Grades 5-8) Academic and Pastoral***

JOB DESCRIPTION:

- Establishes good relationships and communication with parents, students, and staff.
- Enforces the ICS Student Behavior Policy and Code of Conduct.
- Communicates the school's policies and procedures to parents, students, and staff.
- Takes measures to promote a disciplined atmosphere throughout the school where students feel safe and secure.

- Holds orientation and ongoing awareness sessions for students on the Behavior Policy and Code of Conduct.
- Guides students to abide all school policies and promotes high expectations for outstanding student behavior. Makes sure that the personality /character assessment traits are built within every student.
- Deals with students, parents and staff in a patient and calm manner. Works to solve problems and resolve conflicts for the wellbeing of students.
- Maintains a visible presence in the section. Conducts regular tours of the section to enforce discipline, cleanliness and safety.
- Meets with parents to listen to their requests, concerns, suggestions and complaints and establish good relations with them.
- Discusses any complaints from parents or students with the concerned staff and listens to their point of view. Investigates complaints fully and applies the school policy to resolve any issues for the best interest of the students.
- Meets with parents of students who violate the school rules to discuss disciplinary and remedial action taken.
- Works collaboratively with the Activities & Events Coordinator to organize and oversee trips, co-curricular and extracurricular activities, competitions, special events, and school functions.
- Promotes teamwork and cooperation among staff and fosters a positive working environment based on respect and professionalism.
- Ensures that the school's policies and regulations are understood and implemented by all staff in the section.
- Oversees the work of area supervisors and ensures they are performing daily tasks accurately and on time.
- Ensures that students are following the school rules and procedures and reports all serious infractions and cases to the Disciplinary Committee.
- Receives daily reports on disciplinary matters from supervisors and monitors data concerning students' attendance, lateness, and behavior. Applies school policy and follows up cases of excessive absence, repeated lateness or poor behavior in coordination with supervisors.
- Inspects the student files in each area monthly. Checks that supervisors are recording data concerning students' attendance, lateness, and behavior and maintaining up-to-date student files.
- Reinforces the school's HR staff policies, job descriptions and staff code of ethics. Ensures that facilitators are following the Facilitator Handbook regulations and facilitator related code of conduct.
- Ensures all infractions of policy or procedure are dealt with appropriately and in a timely manner. Confers with staff individually to bring any policy violations to their attention. Provides coaching and guidance to ensure future compliance.
- Reports facilitators and supervisors related infractions and disciplinary cases to the Principal and/or Vice Principal.

- Monitors and supports supervisors and facilitators during recess, morning, class change, and after school. Assists in resolving any incidents or solving problems.
- Oversees supervisors and facilitators on duty and reports to the Principal and Vice Principal in case of lateness or performance of their duties below the expected standard.
- Addresses facilitators with inappropriate dress code or behavior and for repeated violations reports facilitators to the Principal and/or Vice Principal.
- Follows up weekly report on absence, lateness and behaviour from the Senior Supervisor.
- Assists in analyzing and interpreting statistical data on absence, lateness and behavior. Contributes to identifying trends and problem areas and taking any remedial action necessary based on these periodic reports.
- Serves as a member of the Disciplinary Committee.
- Serves as a member of the EHS Committee. Guides students and facilitators in practice fire drill evacuations.
- Models non-discriminatory practice.
- Participates in Administration meetings whenever needed.
- Makes sure that students and parents understand and abide the different rules and regulations cited in the Students - Parents' Handbook and Code of Conduct.
- Follows up and reports all academic related issues to the CAA.
- Makes sure that the prefects are performing their duties, and reports all infractions to the head of student life.
- Follows any other instructions and performs any other related duties as assigned by the Principal and/or Vice-Principal

* September 2009-Present International Community School (Abu-Dhabi, UAE)

POSITION: *Head of Student Life*

JOB DESCRIPTION:

- Allow students to become responsible leaders within our community and nurture in all students the traits of good citizenship through establishing a Student Council Body and Prefect Body
- Organizing the Senior Graduation Ceremony.

* September 2010-Present International Community School (Abu-Dhabi, UAE)

POSITION: *Head of Science Department*

JOB DESCRIPTION:

- Plan & organize the development of the curriculum
- Monitor the implementation and progress of the NGSS curriculum
- Monitor the implementation of the SCF and My Identity program
- Train teachers on the implementation of the NGSS curriculum
- Train teachers on the usage of the 21st Century skills
- Follow up on the implementation of the NGSS curriculum
- Monitor teacher's individual lesson plan on a weekly basis
- Organize and control the suitability of selected text and workbooks to meet the curriculum outcome
- Recommend, source and provide teachers in the department with the necessary and appropriate teacher guides, reference books and teaching aids
- Prepare a book list and a list of teaching aids for the coming academic year
- Inform and advise newly appointed staff members on the policies, procedures and systems, rules and regulations
- Conduct a performance review on new staff members within the probationary period and report it to the principal
- Conduct regular class observation to gain first-hand knowledge of teacher competence and performance; compile and submit visit reports, signed by the teacher, to the principal
- Discuss strengths and weaknesses of observed performance with the teacher
- Scrutinize worksheets and quizzes prepared by the teacher
- Conduct weekly department meetings, maintain minutes of meetings
- Check all tests and examination papers prepared by staff
- Moderate a sample of corrected test & exam before release of results
- Analyze class test and exam results in terms of an acceptable distribution of scores
- Liaise between parents and teachers to address any queries regarding individual subject specific performance and progress

* September 2009-Present International Community School (Abu-Dhabi, UAE)

POSITION: *Biology / Science Teacher*

Grade 12 AP	September 2019-Present
Grade 11 AP	September 2018-Present
Grade 11 (HS)	September 2017- Present
Grade 10 (IG)- 10 (HS)	September 2014-June 2017
Grades 8- 9 (IG)- 10 (IG)-	September 2012- June 2014
Grades 8-9 (IG)- 10(HS)	September 2011- June 2012
Grades 8- 9 (HS)- 10 (HS)	September 2010- June 2011
Grades 7- 8- 9 (HS)- 10 (HS)	September 2009- June 2010
Grades 4-6	September 2007- June 2009

JOB DESCRIPTION:

- Teach and educate students according to the guidelines provided by the curriculum framework as per ADEC rules and regulations to enhance the student skills & knowledge
- Teach and educate students according to the educational needs, abilities and attainment potential of individual students entrusted to his/her care by the supervisor.
- Attend other scheduled school activities such as assemblies, workshops, seminars and meetings as required in fulfillment of school and ministerial requirements
- Perform substitution and other non-teaching duties in and around the school according to the scheduled roster of teacher duties.
- Assist at all times with the maintenance of the school discipline and the smooth running and movement of class throughout the school.
- Maintain high standard of class discipline in order to facilitate an environment conducive to teaching and learning.
- Record all instances of absence from class, late coming, abuse of school and personal property, failure to bring correct books to the lesson and any other transgression which impacts negatively on the teacher's ability to teach.
- Follow up on appropriate disciplinary measures to counteract such misdemeanors.
- Ensure that students are appropriately and constructively occupied with a learning activity at all times, including during substitution periods.
- Follow up on and maintain proper record of student work, including daily work, quizzes, tests and examinations.
- Prepare and submit typed test and examination papers with full mark schemes and rubric by due dates.
- Identify students who are struggling in a subject and advice the academic coordinator of such cases.
- Identify students who are achieving excellent in a subject and promote excellence through a programme of appropriate recognition and or reward.
- Maintain proper records of course marks for calculation of final results as well as compilation of descriptive remarks for report cards.
- Be fair and consistent in dealing with individual students and avoid any form of personal criticism or physical contact which may be deemed to culturally offensive, inappropriate or unacceptable.
- Maintain professional standards in all interactions with the parents in believingly the school parents mutual partnership
- Acknowledge and respect the professionalism of peers and assist peers and subject coordinators wherever necessary within a team spirit.

Language Proficiency

- *English* ⇒ Fluency in Spoken & Written Skills with 7.5 score in IELTS
- *Arabic* ⇒ Fluency in Spoken, Reading Skills; and Written Skills

References

*Upon request