



Manal Salami

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Objective: IB DP English A Literature (International Baccalaureate) / Intermediate and Secondary English Teacher (Lebanese Curriculum)/ High School English Teacher (American Curriculum)/ IGCSE ESL English Instructor (British Curriculum)

Summary Dedicated and enthusiastic Middle and High School educator, and head of English Department with a demonstrated interest in students' academic and personal development. Belief in the importance of education to produce informed, responsible citizens. Areas of expertise include parental involvement, student-centered learning and cooperative learning.

Experience

2019- current

Secondary English teacher

EASTWOOD COLLEGE

Beirut, Lebanon

- Worked with students with special needs in Grades 9 and 12
- Implemented several collaborative approaches
- Encouraged class discussions through the use of Socratic Seminars and Spider Webs
- Prepared students for Lebanese official exams
- Prepared writing lessons plans that catered for the needs of all the students in the class
- Utilized technology to deliver lessons online, assessing and teaching, mainly through the use of Google Meet and Google Classroom

2015- 2019

Middle/ High School English teacher: Grade 8/ Grade 10/ SAT Instructor

AMJAD SCHOOL

Beirut, Lebanon

- Developed speaking and writing activities that fostered fluency and accuracy
- Prepared students for Brevet exams by designing questions that reflected Grade 9 objectives.

- Taught research skills
- Used media in teaching listening.
- Prepared remedial worksheets to support gifted students.

2014- 2015

High School Language Arts teacher: Grade 10

IGCSE ESL teacher: Grades 9 and 10

AL DHAFRA PRIVATE SCHOOL

Abu Dhabi, United Arab Emirates

- Created daily plans minding differentiation and integration.
- Wrote lesson plans for every objective.
- Integrated technology into every aspect of learning languages.
- Prepared IGCSE students for Paper 2 and Paper 4 exams.
- Developed and improved students' vocabulary in both speaking and writing.
- Encouraged creativity through well crafted project ideas.
- Motivated students through well-designed student-centered objectives.
- Facilitated learning by procuring a good and productive learning environment.
- Cooperated with parents for better results.
- Maintained scope and sequence in IGCSE classes for better exam results.

Summer 2014

English teacher (TESOL)

ABU DHABI UNIVERSITY

Abu Dhabi, United Arab Emirates

- Taught Eleventh and Twelfth graders remediation classes
- Crafted fun-activities for teaching reading and vocabulary
- Created effective plenaries to check understanding of every objective.
- Instilled a positive attitude to learn about the UAE.
- Used presentations and audio tracks to involve all types of learners.

2007- 2014

Head of English Department: Grades 9 to 12

IGCSE English as a Second Language Teacher

IBDP Language A Literature Teacher

AL NAJAH PRIVATE SCHOOL

Abu Dhabi, United Arab Emirates

- Taught Eighth Graders how to interpret and approach texts with different genres.
- Prepared essay writing course for struggling students
- Created fieldtrips to watch relevant academic plays
- Taught TOEFL iBT for Grades 11 and 12
- Integrated technology in education
- Prepared course guidelines and curriculum framework that joins both British and UAE objectives and competencies.

- Taught IGCSE English as a second language to both Ninth and Tenth Graders.
- Facilitated an advanced program for Grades 11-12 students to boost their university skills.
- Took an IB English A training course in Manchester, UK and became certified.
- Facilitated IOP (Individual Oral Presentations) for IB students and wrote reflective statements and essays on the works being read.
- Supervised students' extended essays.
- Supervised other staff work and established flexible lesson plan strategies and forms to be utilized daily.
- Wrote daily lesson plans with differentiation.
- Wrote weekly and term plans with clear and measurable objectives.
- Analyzed assessment data and tracked high and low achievers.
- Used AFL for target setting for both students and teachers in my department.
- Revised the curriculum for Grades 9 and 10- IGCSE English as a Second Language.
- Established a clear and focused curriculum for IB DP classes.
- Wrote worksheets that target all types of intelligence.
- Gave training and workshops on differentiation, lesson planning and data analysis to my staff.

2004-2007

Middle and High School English Teacher/ Grade 8 English Coordinator

ABU DHABI INTERNATIONAL PVT. SCHOOL

Abu Dhabi, United Arab Emirates

- Prepared course objectives and outlined the course of study following curriculum guidelines and requirements of the state and school.
- Taught study skills, organizational skills, and test taking skills
- Prepared, administered, corrected, and recorded results of tests
- Maintained classroom order, and instilled positive study habits and an appreciation for learning
- Taught TOEFL cBT for students in Grade 10.

1998 - 2003

Teacher of English for Middle and High School

ASHBAL EL-SAHEL SCHOOL

Beirut, Lebanon

- Created experiential field trips that involved both students and parents
- Planned daily activities and assignments
- Wrote term and annual plans.
- Created bulletin boards and informational wall displays.
- Conducted professional daily and weekly lesson plans to approach students with various types of intelligence.
- Communicated with parents on weekly basis.

1995 - 1997

Teacher of English for elementary and Middle School

GREEN GARDEN SCHOOL

Lebanon

- Planned and developed programs to meet the needs of children.
 - Planned and presented all subjects while using various methods of assessment.
 - Successfully implemented multi-cultural and multi-intelligence teaching techniques.
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Education

2016-ongoing

Master's Degree in Literature

LEBANESE UNIVERSITY

Beirut, Lebanon

2003-2004

Teaching Diploma, Teaching of English as a Foreign Language (TEFL)

AMERICAN UNIVERSITY OF SCIENCES AND TECHNOLOGY

Beirut, Lebanon

1998- 2001

B.A., English Literature

LEBANESE UNIVERSITY

Beirut, Lebanon

B.A. including Teaching License

1992- 1996

High School Degree, Lebanese Baccalaureate

AL-SABBAH HIGH SCHOOL

Lebanon

Skills

- Classroom Management and Conflict Resolution
 - Individualized and Small Group Instruction
 - Parent Involvement
 - Lesson Planning
 - Cooperative Language Strategies
 - Project work and book review writing
 - Instructional technology
 - Utilizing Moodle and ManageBac
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Hobbies

Music, reading, internet and computers (hardware and software)

Languages

English, fluently spoken, read and written (American Accent)

Certifications

Available upon request