

*Tiba Language School*  
*American Division*



2022 / 2023

**STAFF**

**HANDBOOK**



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## General Information

Tiba international schools were established in 1999 on an area of about 500 m<sup>2</sup> at Alexandria City of Alexandria Governorate. The school was purposely built for education and possessed various facilities including Sciences Laboratories, Computer Laboratory, Sport facilities and Libraries.

The school has two streams program of study including National and American.

The latter has been initiated and established 2006.

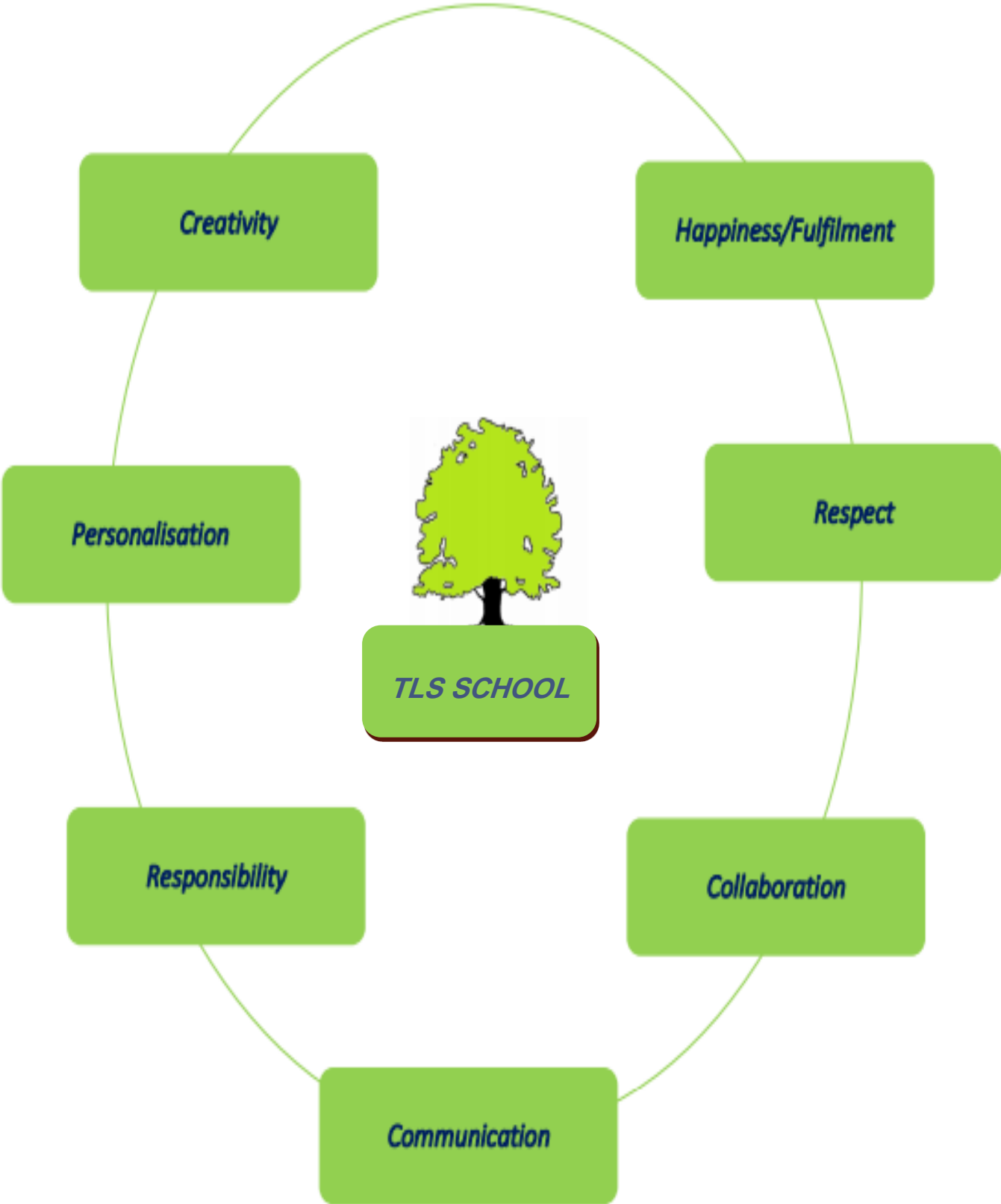
School has an enrolment of (438) students, with sufficient number of staff, faculty members and administrative.

The American School possesses (17) classrooms, science laboratories, computer Laboratory, library.

School director: Mr. Mohamed El-Amrawy

School Principal: Mrs .Samah Ismail

# T.L.S Values



## Agreement: -

- ❖ The teacher agrees to teach and act consistently, in accordance with the philosophy, objectives and policies of the school and cooperate with the principal and other colleagues of the school community in implementing the principles of the school and community
- ❖ The teacher agrees to fulfill his/her primary duty to the student fulfillment of this duty includes, but is not limited to
  - teaching and acting in accordance with moral teachings
  - Knowing, teaching and acting consistently in accordance with the philosophy objectives and policies of the school
  - Engaging in on-going professional development
  - Co-operating in building the school educational community
  - Serving the school as assigned by the principal and performing teaching. Assessment, proctoring duties in a professional manner
  - Attending and participating in faculty meetings
  - operating in school-related meetings activities and projects
  - maintain complete and accurate regarding grades progress and attendance
  - Conferring with parents when necessary and /or appropriate.
  - Performing other duties consistent with the work of a teacher as the principal may from time to time designate such as playground duty after school duty or activates
  - following curriculum chosen by the school
  - Never leaving the students unattended expect for emergencies or at the request of the principal or administration .in case of emergency, the nearest teacher must be notified if the class is not be left unattended
  - Teaching and supporting proper and respectful attitudes and good posture in all students
  - Not engaging in any negative or critical remarks concerning any person policies guideline rules or regulations connected with the school
  - Not soliciting selling or conducting personal business during school time or on the school premises without the express permission of the principal
  - Directing all questions, requests, suggestions and curriculums on policies, guidelines, program, rules, duties, responsibilities, academic curriculum, books materials persons and other related matters to either the principal or the designed person for the proper answers

## **Vision& Mission**

### **Vision**

**Is to educate by providing a high-quality international education for students of different ages, cultures and needs to become global thinking, lifelong learners and responsible citizens who contribute successfully to the global world**

### **Mission**

**Is to create secure, friendly, creative and motivating learning environment that develops our students through enriching experience to meet academic challenges, to solve problems and become successful responsible global citizens**

## At T.L.S we believe...

- ∴ Student learning is our priority.
- ∴ Learning is a partnership among home, school, and community.
- ∴ All students have the ability to learn.
- ∴ Students learn in different ways.
- ∴ Learning is a lifelong process.
- ∴ School environment must be safe, secure supportive, and socially just which is essential for learning and teaching everyone must be treated with dignity and respect.
- ∴ Every student has a 'voice' and that this voice should be listened to and encouraged.
- ∴ We must strive always to make learning successful and we can do this best by skillful teaching (having the highest possible expectations), of a relevant, creative, exciting school curriculum (both in and out of lessons)
- ∴ Give assignments that make learning relevant.
- ∴ Be good adult model.
- ∴ Exhibit a caring, honest and professional attitude.
- ∴ Stakeholder involvement, which includes partnerships with parents, community, and governmental agencies, enhances student achievement.
- ∴ Abide by policies and regulations

## Our shared responsibilities

- We recognize that time in full-time education is limited and precious, and we are duty bound not to waste it.
- Our curriculum must be delivered in safe, supportive yet challenging learning environment in which all members of our school community are valued, respected and enabled to succeed.
- We have a duty to each learner and their family too.
- Work in partnership with parents and careers, and the wider family - Work in collaboration with therapists and other professionals.
- Ensure that all our learners have opportunities to learn and enjoy the wider community.
- Be inclusive in our practice.
- Be outward looking in our vision and approach.
- Be positive and optimistic - Give of our best at all times.
- Recognize that everyone is a learner and that every experience is a learning opportunity - Empower each learner to achieve fulfilled futures.



## Working at T.L.S - Guidance for staff

### Each young person at T.L.S is:

- Vulnerable (some physically, some medically, others emotionally).  
Dependent on adults
- Capable of bringing joy and a sense of worth for those fortunate enough to work with them.
- Each learner needs adults who understand them and are able provide the care and support they need. The majority of young people will make physical and emotional demands that can, on occasions, feel relentless and overwhelming.

### Each learner needs adults who are:

- ✚ Resilient
- ✚ Understanding
- ✚ Emphatic
- ✚ Generous
- ✚ forgiving

Team work is essential - in isolation, no one adult is able to meet the complex needs and demands of the learners at T.L.S, this can only be achieved if all the adults work as part of a team.

## **School Environment**

- School property (indoors, outdoors, around the school premises or on the bus) is a smoking free zone. Teachers should follow and enforce school rules and discipline.
- Loud voices (yelling and calling others) are not to be used within the indoor school environment.
- Food and beverages are not allowed in classes, centers and the reception area for safety, hot beverages are not allowed out of teachers' lounge and private offices
- Physical expression with children is not encouraged ,you must make sure all children get equal treatment ,Encourage shaking hands
- Mobile must not be used inside the classrooms

## **Teachers Responsibilities**

All teachers and coordinating teachers are personally and professionally accountable for the responsibilities outlined in their contracts as well as all other applicable expectations

The teacher plans, organizes and administers learning experiences.

These experiences may occur within and outside the classroom.

## **Manage the teaching process**

- ◆ Develop yearly, weekly and daily lesson plans in accordance of the curriculum.
- ◆ Prepare assignments, experiments, teaching aids, etc.
- ◆ Use audio-visual aids, field trips, and other resources.

## **Student Evaluation and assessment**

- ∴ Evaluate students learning strengths and weaknesses.
- ∴ Determine and implement teaching methods to student's needs.
- ∴ Evaluate and report student's progress.

## **Classroom management**

- ∴ Foster safe, healthy and attractive conditions in the classroom.
- ∴ Establish and maintain discipline through self-assigned measures.
- ∴ Implement school procedure fairly.
- ∴ Ensure the cleanliness and tidiness of the classroom.

## **Orientation**

- ∴ Teachers are expected to re-plan their teaching material and attend in service trainings and workshops throughout the academic year.
- ∴ All coordinating teachers are expected to help and monitor the teacher's work.
- ∴ Teachers and coordinating teachers are subject to evaluation undertaken by the administration and will be provided with constructive feedback

## **Policies, Procedures and Routines for Teachers**

### **School day**

School day starts at 8.15 AM and ends at 2.45 PM.

### **Signing In**

Teachers are to check in by 7.45 AM

Teachers in morning duty are to check in at 7.30AM.

Teachers are to sign out at 2.45 PM.

Teacher in after school duty are to sing out at 3.00 PM.

### **Reporting to class**

All teachers are to be in their classroom at 8.15 AM.

## Staff Needs Policy

In TLS, we adapt a well-defined HR policies that provide clarity and structure. It also, helps HR department in developing the rules and procedures that can guide employees conduct.

A teacher can request a sample form from the HR department.

### Sample forms can be as follows:

- Morning excuse.
- Early leave
- Morning, break, or afterschool duty change
- Substitution change
- Day/s off permission
- Print out permission
- Photocopying permission

A teacher fills in the form according to his/her request.

The request is to be discussed then approved or denied by the principal.

## Absence Procedures

- Full-time faculty and administration members are required to be on TLS School campus from 8:15 a.m. to 2:45 p.m. daily regardless of teaching schedule
- If a teacher or administrator or counselor must submit a request to attend an off campus workshop or activity at least two weeks in advance of the event. After it is approved by the Principal of Instruction, a called "Faculty Off-School Request" form can be submitted.

**For personal absence excuse, the request must be submitted directly to the Principal.**

In addition, if a teacher or administrator will be absent from school for more than 90 minutes during the school day, even if he/she will not need a substitute for a class, he/she must fill out the called "Faculty Off-School Request" form and submit it to the Principal. A teacher or administrator may occasionally need to leave school for less than 90 minutes, but these instances should be rare in their occurrence and brief in their duration.

- Faculty members who are ill and will be absent from school must let the principal know by 7 am, or earlier if possible. You may call to leave a message or email.
- The message must include teacher's name, periods the teacher will need a substitute for that day, assignments, sheets and materials that will be used in class, and the location where the substitute may leave the finished student work.
- An assignment for the classes to be missed must be submitted (preferably by email) to the Principal and the subject coordinator.
- Assignments should include a written component.
- If hand-outs need to be copied for a class, the amount for each class must be included in the assignment
- An emergency lesson plan assignment must be filed with the principal of Instruction at the beginning of the school year in case of an unexpected absence.
- Teachers should not be absent without proper notification or submitting a medical report otherwise any absences will be deducted from his/her salary

## **Teacher Professionalism**

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

## **Attendance**

Consistent daily attendance is one of the most important instructional strategies at your disposal. There is always a direct correlation between student achievement and teacher absenteeism, therefore your presence is critical.

## Dress

The school believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress code should follow student dress code as well.

## Behavior

Classroom behavior by teacher should be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students

## Staff Ethics and Conduct

Please remember that the welfare of the child is the first concern of the school. It is the responsibility of the staff members to support programs and activities when in public. When making criticism of staff members, departments, or programs it should be done in a professional manner and to an administrator. There will be an attachment with teachers' code of ethics that every staff member should read, adhere to and sign.

## Code of Ethics

**Tiba language school (TLS)** believes the education profession consists of one education workforce serving the needs of all students and provides standards by which to judge conduct.

In TLS whether online or in the classroom, teachers help students learn the course material. But besides going over subjects like math, science or reading, educators also help students by teaching them valuable life lessons by setting a positive example. As role models for students, teachers must follow a professional Code of ethics.

This code ensures that students receive a fair, honest, and uncompromising education free of bias. A professional code of ethics outlines teachers' primary responsibilities to their students and defines their role in a student's life. Educators must demonstrate impartiality, integrity, and ethical behavior in the classroom, whether virtual or in-person and in their conduct with parents and coworkers.

## **The standards of professional conduct are as follows**

### **- Putting Students First**

Teachers must model strong character traits, including perseverance, honesty, respect, lawfulness, fairness, patience, and unity. As an educator, teachers must treat every student with kindness and respect without showing any favoritism, prejudice or partiality. Teachers must maintain confidentiality unless a scenario warrants involvement from parents, school administration, or law enforcement, and never use relationships with students for personal gain.

### **- Showing Commitment on the Job**

Educators must commit wholly to the teaching profession itself. A classroom should promote safety, security, and acceptance, and should always avoid bullying, hostility, neglect, dishonesty or offensive conduct. Teachers must accurately describe their qualifications, licenses, and credentials to education boards or administration offices that look to hire them.

Teachers must also fulfill all contracts, obey school policies, and account for all funds and resources at their disposal. It's up to the teacher to design lesson plans to meet specific state standards and create a well-rounded education plan that appeals to learners of all backgrounds and abilities.

### **- Promote and Uphold Healthy Relationships**

On top of fostering healthy relationships with students, educators must build strong relationships with school staff, parents, guidance counselors, coworkers, and administrators. Teachers must keep from discussing private information about colleagues and students unless disclosure is required under the law.

Teachers should always avoid gossip of any kind, including false comments about coworkers or students. Part of the code of ethics requires teachers to cooperate with fellow teachers, parents, and administrators to create an atmosphere that fosters learning and growth. Educators might be called upon to train student teachers who wish to serve as educators, so having the right mindset and attitude can make a positive difference.

### **- Never Stop Learning**

An educator's code of conduct demands attentiveness to continuing education requirements and career development. Teachers must spend time researching new teaching methods, attend classes to maintain their certifications, consult colleagues for professional advice, stay informed on technical advancements for the classroom, and participate in curriculum improvements. A teacher must ensure that their teaching methods are relevant and comprehensive for all students.

Teachers must engage in educational research to continuously improve their strategies in the classroom.

- **Respect**

Teachers uphold human dignity and promote equality and emotional and cognitive development. In their professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

- **Care**

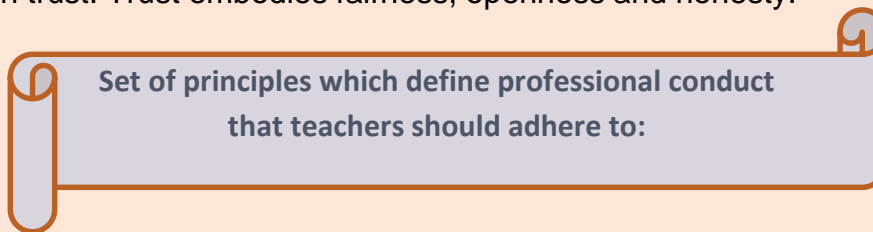
Teachers' practice is motivated by the best interests of the students entrusted to their care. Teachers show this through positive influence, professional judgement and empathy in practice.

- **Integrity**

Honesty, reliability and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

- **Trust**

Teachers' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honesty.



**PRINCIPLE I**

**COMMITMENT TO THE STUDENT**

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.



## **PRINCIPLE II**

### **COMMITMENT TO THE PROFESSION**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
9. Should submit a 3 month note in advance to the school board of directors if he/she is to quit work at school

I hereby accept that I have read, understood the code of conducts and ethics stated above as part of the school Principles and protocol that should be adhered to

(Please sign below):

Name:

Signature:

Date:

## Confidentiality

Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teacher's staffroom and public places are inappropriate locations for these discussions.

### GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

- **All T.L.S staff** and faculty should recognize that while at school, they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.
- **Faculty & staff** should not be connected to students on social media through their personal accounts. Any use of social media to connect with a club or team should use a separate work related profile. Use of social media should be for communication of school related events.
- **A faculty or staff** member may not associate or be present with students or be party to activities where school rules are violated
- Students must be viewed as the “restricted individuals” they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. They are not adults and are not permitted independent decisions.
- **Students are never allowed to go to a faculty/staff member’s home** unless it is a school sponsored activity. Such activities would require the written permission of the parents, and the expressed and detailed knowledge/permission of the school administration.
  - Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental permission slips that indicate that the transportation is by the faculty/staff member’s personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- **A faculty or staff** member may not date a student. A breach of this code will result in immediate dismissal.
- **Faculty and staff** members must avoid assuming the role of a “father or mother figure”, which tends to create an excessive emotional attachment for all parties.
- **Faculty and staff** must never exploit their authority in their dealings with students.

- While in a room with a student/students present, the door should remain open, or there should be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the school principal, should not be employed with students.
- **Teachers/staff members** must respect the physical boundaries of their students. Student must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

## Preparing class for teaching and dismissal

- Each teacher will be responsible for the nearness and cleanliness of his/her classroom on a daily basis
- No teacher should begin teaching until all desks are orderly and all items (pencils, papers, books, etc)

## Lesson Plan

- + Instructional activities should be planned a week in advance with clear outcomes focused on the school objectives
- + Lesson plans need to be available as a personal guide and for substitute teacher or when the need arises, or teachers may prepare a written guide for a substitute to follow ,when a teacher is appraised , it is important to present a lesson plan for the lesson
- + Lesson formats should be reflective of student learning styles and needs ,they should show different ion according to learning abilities
- + Changes made to weekly or daily plans must be stated

### 1- Yearly plans:

Prepared and submitted to the supervisors for approval.

### 2- weekly/daily plans:

Teachers must prepare weekly or daily lesson plans which are written in the teacher plan book Copies must be submitted to the supervisors.

### Parent / teacher conferences

Contact the administration and request an appointment with parents if needed

You will be contacted when the meeting is scheduled

All conferences whether in person or by phone ,should be documented including any information as the nature of the conference ,date, time and results of action taken

## Written Communication to parents

Written Communication to Parents: All teachers planning to send written communication to groups of parents must submit a draft copy of the proposed correspondence to administration. This does not include correspondence addressed to a parent of an individual student, although it is advisable to check if a correspondence is being sent.

## Calling parents

Any teacher will first report any problem, complaint to the principal and if the solution done by the principal is not satisfactory he/she can then for a meeting with the school chairman

This meeting will include the teacher, the principal and the school

## How a problem should be reported

Any teacher will first report any problem, complaint to the principal and if the solution done by the principal is not satisfactory he/she can then ask for a meeting with the school principal. This meeting will include the teacher and the school principal

## Grading

- ✚ By the end of each quarter, the control room prepares a report card for each student for all grades.
- ✚ Report cards are being revised carefully by the principal to be signed.
- ✚ Report cards are being uploaded on schooleverywhere "SMS" and submitted to the administration office.

Grade Point	Percent
A+	98-100
A	94-97
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
Y "F"	Below 60

## Policy of Absenteeism

Occasional absences are unavoidable. Proper planning will minimize its effect on the students and staff, so teachers are to report their absences as soon as possible so arrangements can be made.

If you are unable to attend the school due to an emergency or for a valid reason you must personally telephone the school as soon as possible.

### Excused Absences:

- Illness
- Religious Observance
- Bereavement of a family member
- Other acceptable circumstances from the administration

**Doctor's Certificate** : for medical leave more than 3days, a doctor's report must be delivered to the administration

### Absence from Tests/Quizzes

Because of the importance of final exams, the following guidelines should be adhered to throughout testing to help ensure a fair and academically honest setting:

- It is expected that there will be several versions of the final exam.
- A student who is absent from a test or quiz for a serious excuse, illness or championship, should bring a document to prove and confirm the valid reason of absence.
- The exam should be done when the student returns .
- If, under any circumstances, the student can't attend his/her exams, they will be considered absent. So, we will put "ab" absent in his/her report and wait till the final quarter to take an average
- If the student is to be absent from his/her quizzes, try to make up at least one quiz and double the mark.
- if the student to be absent he or she may lose the participation, homework, and classwork marks However, if a student shows a medical report or was out of the country, we can't deduct from his/her absent days till he/she completes all the tasks required
- Concerning behavior issues, teachers shouldn't give ZERO in the student's record.

- If students share in a project, research or even classwork activity, they should be graded upon that. However, if their work or classwork isn't completed every lesson, give them the minimum mark as well.
- Zero mark isn't acceptable to be given to students as for classwork, homework, behavior or attendance.
- Tests are not more than two subjects per day.
- In addition, the following procedures will be followed:
  - No cell phones.
  - Cell phones may not be used as calculators
  - Backpacks/bags will be put in the front of the room when possible.
  - No student prepared notes/notecards will be used.
  - No student shall leave the room until all students have finished the exam.

### **Attendance and absence policy for teachers**

All teachers have to attend school regularly and arrive on time in order to monitor the safety and secure of students and to gain the maximum benefit from teaching process. Regular and full-time attendance (unless there is an exemption) enables children to access a full education and to reach their full potential.

All teachers should sign in the morning at the teacher call register from 7:30 - 7:45 am, and sign also on departure time 2:45 pm.

Arriving late at 7:50 considered delay, 3 delays will cause a deduction one day from salary.

Teachers must attend their session on time and repeated delays will cause a deduction from salary.

Teachers are permitted for one permission per month (coming late or leaving early by one hour).

Teachers are permitted for 7 paid absence days during working days (one day per month) (and the teacher must inform the principal and the administration office one day before) , and one month paid absence during summer.

## Staffing hiring policy

### Hiring Procedures for Teachers

The School Director, school principal with the help of administrators and board of Education, is responsible for the identification and recruitment of appropriate candidates for all professional positions within TLS.

Job descriptions, teaching certification, professional training, and grade and/or course level assignments will be considered at this stage to ensure identification of appropriate applicants. School Principals will provide a list of positions, specifying the grade level and subject area, that need to be filled due to departure of current personnel along with grade level and subject area requirements for each position.

Teacher is accepted after performing demonstrating lessons and passes the training summer course if needed.

If school Principal wishes to propose the establishment of any new position at T.L.S due to anticipated increases in enrollment or to meet a specific educational need, they may do so in writing to the School Director.

The dismissal or releasing of teachers will be the responsibility of the School Director based on teacher performance and data evaluation

### Teacher monitoring and evaluation policy

The process of teacher evaluation can be valuable in several ways, including:

- assessing the effectiveness of classroom teachers;
- identifying areas in need of improvement;
- making professional development more individualized; and
- improving instruction school wide.

Subject supervisor monitoring and evaluating teachers according to the updated evaluation plan 2022/2023 using a varieties of evaluation tools

1. Regular class visits
2. Walk through
3. Eleot observation tool.

The purpose of this tool is to help identify and document observable evidence of classroom environments that are conducive to student learning. Results of observations will be used to corroborate information obtained from interviews, artifacts and student performance data.

Defining Teacher Performance Standards into ELEOT sheet is the responsibility of the subject supervisor.

Class observation often runs once a week or based on the teacher performance.

Teacher must sign the observation sheet to identify and improve points of weakness.

## Teacher Evaluation Tool



# Tiba International School

## Teacher Evaluation Report

### Class Visit

Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: \_\_\_\_\_

Period: \_\_\_\_\_

Grade: \_\_\_\_\_

Core Lesson: \_\_\_\_\_

Aime(s): \_\_\_\_\_

#### 1. Lesson Presentation:

E	G	F	
			Begins lessons with clear instructions.
			States objectives clearly.
			Has good pronunciation and good accent.
			Briefly reviews previous lesson.
			Includes warm-up.
			Has good voice projection.
			Controls TTT (Teacher - Talking - Time).
<b>Comment:</b> _____			
_____			
_____			
_____			

#### 2. Classroom Management:

E	G	F	
			Gains total attention of students.
			All students know what to do after the instructions are given to them.
			Seating arrangements is suitable for all students.
			Classroom is tidy.
<b>Comment:</b> _____			
_____			
_____			
_____			

#### 3. Teacher - Student Interaction:

E	G	F	
			All students enjoy the lesson and participate enthusiastically.
			Has good rapport with students.
			Students respond eagerly.



Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Lesson Plan:**

E	G	F	
			Effective implementation of lesson plans.
Comment: _____ _____ _____ _____			

**5. Lesson Procedures:**

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Recommendations:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I \_\_\_\_\_, have read the above report and have discussed the contents on \_\_\_ / \_\_\_ /*

# Effective Learning Environments Observation Tool<sup>®</sup> (eleot<sup>®</sup> 2.0)

**Purpose:** The purpose of this tool is to help you identify and document observable evidence of classroom environments that are conducive to student learning. Circle the number that corresponds with your observation of each learning environment item descriptor. As needed and appropriate, make inquiries with learners.

Date: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

School: Tiba International school City / State / Province: \_\_\_\_\_

Country: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Check ALL that apply:  Lesson Beginning  Lesson Middle  Lesson End

Instructor Name: \_\_\_\_\_

Subject Observed: \_\_\_\_\_

Observer Name: \_\_\_\_\_

VERY EVIDENT      EVIDENT      SOMEWHAT EVIDENT      NOT OBSERVED

## A. Equitable Learning Environment:

1. Learners engage in differentiated learning opportunities and/or activities that meet their needs	4	3	2	1
2. Learners have equal access to classroom discussions, activities, resources, technology, and support	4	3	2	1
3. Learners are treated in a fair, clear and consistent manner	4	3	2	1
4. Learners demonstrate and/or have opportunities to develop empathy/respect/ appreciation for differences in abilities, aptitudes, backgrounds, cultures, and/or other human characteristics, conditions and dispositions	4	3	2	1

## B. High Expectations Environment:

1. Learners strive to meet or are able to articulate the high expectations established by themselves and/or the teacher	4	3	2	1
2. Learners engage in activities and learning that are challenging but attainable	4	3	2	1
3. Learners demonstrate and/or are able to describe high quality work	4	3	2	1
4. Learners engage in rigorous coursework, discussions, and/or tasks that require the use of higher order thinking (e.g., analyzing, applying, evaluating, synthesizing)	4	3	2	1
5. Learners take responsibility for and are self-directed in their learning	4	3	2	1

### C. Supportive Learning Environment:

1. Learners demonstrate a sense of community that is positive, cohesive, engaged, and purposeful	4	3	2	1
2. Learners take risks in learning (without fear of negative feedback)	4	3	2	1
3. Learners are supported by the teacher, their peers and/or other resources to	4	3	2	1
4. Learners demonstrate a congenial and supportive relationship with their teacher understand content and accomplish tasks	4	3	2	1

### D. Active Learning Environment:

1. Learners' discussions/dialogues/exchanges with each other and the teacher predominate	4	3	2	1
2. Learners make connections from content to real-life experiences	4	3	2	1
3. Learners are actively engaged in the learning activities	4	3	2	1
4. Learners collaborate with their peers to accomplish/complete projects, activities, tasks and/or assignments	4	3	2	1

### E. Progress Monitoring and Feedback Environment:

1. Learners monitor their own learning progress or have mechanisms whereby their learning progress is monitored	4	3	2	1
2. Learners receive/respond to feedback (from teachers/peers/other resources) to improve understanding and/or revise work	4	3	2	1
3. Learners demonstrate and/or verbalize understanding of the lesson/content	4	3	2	1
4. Learners understand and/or are able to explain how their work is assessed	4	3	2	1

### F. Well-Managed Learning Environment:

1. Learners speak and interact respectfully with teacher(s) and each other	4	3	2	1
2. Learners demonstrate knowledge of and/or follow classroom rules and behavioral expectations and work well with others	4	3	2	1
3. Learners transition smoothly and efficiently from one activity to another	4	3	2	1
4. Learners use class time purposefully with minimal wasted time or disruptions	4	3	2	1

### G. Digital Learning Environment:

1. Learners use digital tools/technology to gather, evaluate, and/or use information for learning	4	3	2	1
2. Learners use digital tools/technology to conduct research, solve problems, and/or create original works for learning	4	3	2	1
3. Learners use digital tools/technology to communicate and/or work collaboratively for learning	4	3	2	1

**Notes** (Attach another sheet for notes as necessary)



# Tiba International School

## Classroom Power Walk

Date \_\_\_\_\_

Day of week \_\_\_\_\_

Teacher \_\_\_\_\_

Period \_\_\_\_\_ B M E Class \_\_\_\_\_

What was the teacher doing?

- 1- Lecturing \_\_\_\_\_
- 2- Questioning \_\_\_\_\_
- 3- Demonstrating \_\_\_\_\_
- 4- Listening \_\_\_\_\_
- 5- Live interaction \_\_\_\_\_

Comments:

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What are the students doing?

- 1- Listening \_\_\_\_\_
- 2- Note taking \_\_\_\_\_
- 3- Writing \_\_\_\_\_
- 4- Reading \_\_\_\_\_
- 5- Discussing \_\_\_\_\_
- 6- Group work \_\_\_\_\_
- 7- Bell work \_\_\_\_\_
- 8- Presenting \_\_\_\_\_
- 9- Assessment \_\_\_\_\_
- 10-Comprehension \_\_\_\_\_
- 11- Interacting \_\_\_\_\_

Comments:

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What was the content being covered?

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**Head of Department**

\_\_\_\_\_

## **Dress Code**

Clothing worn for school should be clean, tidy and appropriate, and suitable for the activities being undertaken. Jewellers worn should take account of the situations likely to be encountered, particularly the fact that learners may grab dangling and prominent items.

## **Medication**

Every class teacher and teaching assistant should be familiar with the medical needs of each learner in their group. A list of learners who take medication is kept in the medical room.

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# Job Description File

## Title: Principal



### **DISTINGUISHING CHARACTERISTICS OF POSITION:**

The principal is the responsible head of the school and has the responsibility to ensure all students' successfully fulfill their experience at Tiba Language School, American Division.

The principal shall be responsible for a variety of supervisory and administrative functions. As the school chief administrative officer, he/she shall be directly responsible for all organizational, administrative, and supervision in the school.

### **MANAGEMENT RESPONSIBILITIES shall include:**

- To make available to all employees within the building all policies, rules, regulations, directives, and information ensured by the principal.
- Authorize any change of general school daily schedule, individual teacher's schedules of class periods, or a student's schedule of class periods or subjects.
- Provide for substitute teachers and other staff in the event of absence. The same applies for any period or part of the school day that the staff may be absent.
- Receive requests from teachers and staff for instructional and other supplies that may be needed.
- Ensures that transcripts of credits for students going to college or for other reasons are provided by the Registrar's office.
- Provide direction for establishing new courses or discontinuing any.
- Recommend approval of textbooks and consider any new adoption.
- Approve any events in which the school may be participating, such as exhibits, class plays, bake sales, etc.
- Interview new teachers and recommend employment.
- Supervise extracurricular activities.
- To coordinate the total educational program which includes the master schedules of the staff and the students?
- To be available, to listen or to advise students, the staff, and parents.
- Coordinate the school curriculum to meet the needs of the student body.
- Annually review the instruction program leading to recommendations for change that will improve the instruction.
- Creating an action plans based on the appeals and complaints of parents and students.

Assume leadership role in developing, collecting, and analyzing student achievement data.

### **DISCIPLINE RESPONSIBILITIES shall include:**

- To protect the rights of the student to learn.
- To see that the students understand the rights and responsibilities and rules of discipline used within the school.
- To assure that discipline is fair and reasonable, and that these rules are clearly understood by the parents, the staff, and the students.
- To provide staff with necessary support in case of serious and continuous breaches of discipline on the part of the individual student.
- Plan, organize, and execute graduation ceremonies.

### **RECOMMENDED QUALIFICATIONS:**

- The principal must be able to communicate with others in an effective manner and to develop positive relationships with others.
- Knowledge and experience with school improvement teams and planning.
- Must be a proven team player.
- Proven ability to change school culture and environment.

### **INSTRUCTIONAL LEADERSHIP RESPONSIBILITIES shall include:**

- Receive reports of instructional classroom problems with individual students who are not making satisfactory academic progress and implement research- based programs to improve behavior.
- To routinely visit the classrooms during the school year in order to evaluate teachers.
- To complete a written evaluation of all teachers and staff as determined by contracts annually.
- To use a variety of resources to lead in the development of a challenging curricular and instructional program.
- Encourages independent and creative thinking among students and staff.
- To operate effectively in a multilingual, multicultural and economically diverse society.
- Conduct workshops and training for all staff members.
- Arrange students' visits, trips and field trips to benefit students plan for their career.





## **Title: Assistant Principal**

### **Responsibilities**

Foster a Caring School Environment

- Work with students and the school community to create a safe and supportive academic culture
- Review and implement discipline policies
- Monitor system for recording student disciplinary behavior and actions
- Work with teachers on effective approaches to classroom management
- Monitor student attendance and recommend appropriate responses

### **Manage the Academic Support Program**

- With Principal and other staff, monitor grades and make recommendations regarding specific and tailored support
- Monitor student credits and college requirements
- Coordinate diagnostic and placement tests
- Communicate with families regarding academic issues

### **Coordinate Student Activities**

- Develop, support, and monitor student activities
- Design and facilitate student retreats and other field trips
- Build community support for student activities

### **Essential Qualifications**

- 3 years experience teaching in and supervision.
- Experience with diverse youth in an urban area
- Experience managing student behavior programs
- Experience with collaborative work
- Excellent communicator
- French Fluency preferred
- Team player
- A commitment to both excellence and equity
- Comfortable with a start-up environment: fast growth, flexible roles
- High school teaching experience
- Strong commitment to the mission and values of TLS.

## **Title: Human Resources & Financial Manager**



### **Responsibilities:**

1. Receive all students for all school stages either new students or transform.
2. Responsible for KG coordination and all transferring demanding
3. Responsible for acceptance of the new comers according to the scholar age and setting their interviews.
4. Dealing with the different educational departments' management which is responsible for students' affairs (private education – East administration – general manager) all year around during the scholar year or the summer vacation.
5. Receiving all transferring orders to and from other schools to TLS following all procedures which should be taken as: arranging entry exam documents and stamp all required paper and arrange acceptance orders.
6. Responsible for the school stamp and any stamped papers related to the school.
7. Receiving all new coming students coming from other school and following up all related procedures with the Private Education Administration and with the Exams Administration to arrange a placement test for them.
8. Following with the schedule coordinator to specify a certain time for the exams and matching them with the exams sent by the private education. And accept the students' excuses from getting examined.
9. Receiving the school advisors for all the grades with great help.
10. Supervising graduation certificates regarding scores and averages.
11. Handling and keeping all students' files and data.
12. Preparing official registers for all school grades followed up by more than one copy for all students' data to be sent for the official institution.
13. Organizing all the expected school visits and fulfilling their needs.

14. Responsible for employees' affairs concerning their files which include their official publications and certificates.
15. Preparing and supervising employees' contracts and copying each contract four copies for "employee – private education – insurance and school"; besides, and sending their records to the governmental private sectors of education.
16. Handling any problems regarding employment capital or insurance during his career at school.
17. Handling the salaries and over-times of the employees.
18. Supervising employees' attendance and absence and inspecting their suspensions and warnings.
19. Putting any mistaken employee under full investigation process.
20. Managing over- times and rewards for super-achievers.
21. Responsible for financial issues regarding school fees collected from students.
22. Sealing fees receipts from private edu. Sector for being granted its permission.
23. Supplying all the division needs in addition to keeping copies for all school records to be ready wherever required by any official representative.
24. Setting checks and delivering them to private edu. Sector and ministry of edu. as an official average out from the official fees collected by school.

## **Title: Executive Secretary and administrator of A.D.**



### **Responsibilities and duties:**

1. Document by using word processor or any appropriate software legal paper, letters, reports, forms, and other material or any of correspondence from a rough draft, corrected copy or voice recording. May perform other clerical duties as assigned.
2. Design and preparing any official applications, logo as assigned.
3. Create any official forms letters which are directed to students, parents or employees.
4. Attend meeting, document and summarize it.
5. Filling and analyzing any official data or correspondence.
6. Operate telephone or switch boards to relay incoming, outgoing and interoffice calls. May supply information to callers and record messages.
7. Receiving all copied lesson plans, weekly class records and filling them.
8. Receiving and sending official e-mails.
9. Enlisting all students' books.
10. Filing for the school biography
11. Receiving all the new applying students for American Division.
12. Organize every meeting held for the teachers or the parents.
13. Delivering all the students' records to the parents.
14. Cooperation with the parents for the raise of their student levels.
15. Listening carefully for all the complaints from the students and sharing in solving them.
16. Recording the attendance and absence average and finding reasons for any repeated case of absence.
17. Attending the entry exams for the new comers.
18. Responsible for all the marketing forums regarding the school propaganda.
19. Accept applications for all the new teachers according to my background of the standards of hiring.
20. Helping the entire new comer whether they're teachers or students to emerge within the school boundaries.
21. Responsible for producing staff, parents and students memos.

## **Title: Librarian**

### **Primary Function:**

- To be responsible for maintaining a dynamic and functional library media center and program. To provide instruction, assistance and leadership in identification, location and use of instructional resources for students and teachers.

### **Job Description:**

Librarians design, develop and manage collections of recorded material and the delivery of information services to users.

Library collections can include books, journals, newspapers, pamphlets, manuscripts, maps, films, sound recordings, microfilms, CD-ROMs, e-books, e-journals and databases.

### **Librarians may perform the following tasks:**

- Provide educational resources in a variety of formats to support and extend the curriculum of the school and to meet individual student needs.
- Collaborate with teachers to plan and provide Library Media Center activities and instruction to correlate with classroom curriculum in information literacy.
- Provide library activities, which extend and enrich the curriculum and which encourage independent, life-long learning.
- Schedule the use of the library facility, resources, and personnel to provide optimal library experiences for students through flexible access.
- Preview new books and other instructional media for recommendation for purchase by the school.
- Organize materials and equipment for easy accessibility and use.
- Promote care and maintenance of all Library Media Center equipment and resources.
- Deal sensitively and fairly with all persons.
- Ensure that teachers and students can access learning resources in a timely, efficient manner.
- Incorporate school policies and procedures into the campus library media center.
- Encourage and promote parental, student and community involvement in the Library Media Center.

**Personal Requirements:**

- Aptitude for working with computers
- Good organizational skills
- Ability to communicate effectively (verbal and written)
- Demonstrate behavior that is professional, ethical, and responsible.

## Title: Subject Supervisor



- **Primary function:** the elementary/middle/high school team leader provides leadership for teachers/ paraprofessionals assigned to their team.

### Responsibilities and duties:

1. Positively communicates, both internally and externally, the mission of the school.
2. Acts as a liaison between the administrative staff and members of their team.
3. Communicates on a regular basis through the coordination of weekly planning meetings for respective team members.
4. Serves as a mentor to new teachers within their team. Introduces new teachers to available materials and resources, where they are located, and how they can be used.
5. Assists the administration in helping set up staff development programs that will allow teachers to improve their teaching skills.
6. Coordinates the request orders from central office and other resources.
7. Coordinates the use of and requests for textbooks, equipment, materials and supplies.
8. Works with the administrative staff in the evaluation and selection of instructional material.
9. Assists team members in permanent record - keeping procedures.

## Title: Teacher



### Primary function:

To provide appropriate learning experiences and educational opportunities based on knowledge of each child and to plan for each student activities which lead to the development of a mature, able, and responsible man or woman.

### Responsibilities and duties:

- Plans a program of study that meets the individual needs, interests, and abilities of students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs instructional methods and materials that are most appropriate for meeting stated objectives.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Diagnose the learning disabilities of students on a regular basis and seeks the assistance of district specialists as required.
- Counsel with colleagues, students, and/or parents on a regular basis.
- Assists the administration in implementing all policies and/or rules governing students' life and conduct.
- Develops for the classroom reasonable rules of classroom behavior and procedures; maintains order in the classroom in a fair and just manner.
- Strives to maintain and improve professional competence.
- Attends staff meetings and serves on staff committees as required.
- Establishes and maintains cooperative relations with others.
- Performs other duties as assigned.



## **Title: Assistant teacher**



### **Primary function:**

To provide appropriate learning experiences and educational opportunities based on knowledge of each child and to plan for each student activities which lead to the development of a mature, able, and responsible man or woman.

### **Tasks**

Discuss assigned duties with classroom teachers in order to coordinate instructional

### **Efforts.**

Prepare lesson outlines and plans in assigned subject areas, and submit outlines to the main teacher.

### **Teachers for review.**

- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Tutor and assist students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Distribute tests and homework assignments, and collect them when they are completed.
- Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Participate in teacher-parent conferences regarding students' progress or problems.
- Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs.
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Take class attendance, and maintain attendance records.

## **Title: Social Worker**



**REPORTS TO:** Coordinator of School Social Work Services

**PURPOSE:** The School Social Worker promotes and enhances the overall academic mission by providing services that strengthen home/school/community partnerships and alleviate barriers to learning. The School Social worker significantly contributes to the development of a healthy, safe, and caring environment by advancing the understanding of the emotional and social development of children and the influences of family, community, and cultural differences on student successes and by implementing effective intervention strategies.

### **DUTIES AND RESPONSIBILITIES**

The School Social Worker's principle task is to empower students, parents, and school personnel to access available opportunities and resources to fully develop each student's potential.

#### **Tasks typically involve:**

- Supervise students in classrooms and school yards or on field trips.
- Organizing all the expected school visits and fulfilling their needs.
- Organizing all kinds of trips outdoor activities for the students.
- maintaining accurate records and preparing reports for legal action;
- undertaking and writing up assessments, which meet specified standards and timescales;
- Conducting interviews with students and parents to assess and review their situation; offering information and counseling support to students and parents.
- Works with parents concerning home situations that relate to school attitudes and performance.
- Assesses and evaluates behavior problems resulting in school violations and helps in different assessments regarding causal relationships.
- Evaluates students to determine their need for school social work or other services.
- Conducts the social development study for students referred for special education services.
- Administers standardized behavior scales.
- Administers follow-up procedures to confirm hypotheses.
- Observes students in different settings and utilizes a variety of measures, both formal and informal to assess functioning.
- Serves as a resource to parents about the needs of students and consults with parents as needed.

## **Title: Floor monitor**

### **Scope of Work**

The Floor Supervisor in-charge of the classrooms cleaning standard including hallways of each floor, ensure that all Room Attendants work align with the school cleaning standard and their performance lead to achieve the school goals.

### **Qualification**

- Bachelor Degree or High Vocational Diploma in any field
- English Speaking is Pre-Intermediate
- Leadership Personality

### **Job Responsibilities**

1. Support administrative and management tasks.
2. Maintain cleaning standard.
3. Maintain classroom set up standard.
4. Supervise all students' attendance.
5. Report any damage or problems with the students and classrooms equipment and routing the work order to the administration department.
6. Handle problems such as lost & found anything belongs to any student.
7. Report any news or information the administration department wants to be reported to the students or the staff.
8. Deliver any papers to the students or to the staff.
9. Responsible for the buses and make sure that the students arrived at their homes safely.

## Title: Security



### Purpose Statement:

The job of Campus Security is done for the purpose/s of identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or site; maintaining safety on campus by enforcing disciplinary policies and regulations; communicating information and responding to inquires.

### Essential Functions

- Assists community law enforcement personnel for the purpose of supporting them on student related problems.
- Communicates district policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Investigates potential crimes and/or student related incidents (e.g. surveillance camera, locker rooms, stadium, etc.) for the purpose of resolving conflicts and/or pursuing further action.
- Monitors school facilities (e.g. grounds, buildings, adjacent areas, lunch time activities, etc.) for the purpose of providing visibility, maintaining security, and deterring crime.
- Responds to emergency situations (e.g. fights, injury, classroom, etc.) for the purpose of addressing immediate safety concerns.
- Restrains students for the purpose of ensuring their own safety and the safety of others.
- Searches students, vehicles, lockers, etc. for the purpose of ensuring safety of students/personnel and referring to administration and/or law enforcement as may be required.
- Coordinate any special security needs deemed necessary for school system meetings or activities

## Title : Bus Driver



### Qualification and skills of the bus driver

Driving license for heavy vehicle including at least 1 year driving experience of school bus as well as working with the children.

Capable to read traffic sign and instructions. Ability to carry out assigned route on time and excellent oral communication skill both English and Arabic.

### Main Job Tasks and Responsibilities

- Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.
- Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures.
- Perform daily safety and maintenance checks.
- Perform minor maintenance duties such as changing the oil.
- Clean the bus as scheduled and/or required.
- Ensure that the bus is safely and securely parked.
- Advise the Superior of any requirements for maintenance or repairs.
- Maintain schedules and maintain order on the School Bus Main Activities.
- Pick up and deliver students as per a set schedule.
- Take attendance on the school bus.
- Ensure that all the student get off with the help of attendance sheet.
- Ensure that the students are aware of rules and responsibilities as passengers.
- Maintain order and discipline on the School bus.
- Make note of any behavioral or disciplinary problem and refers to the superiors.
- Must strict to the following listed common bus rules.

## Title: Nanny



### General Purposes

Provide complete care for the students in the school and perform all tasks that correlate to the care of the children. To create a safe, nurturing and stimulating environment in which the students can thrive and develop. A nanny job may includes housework duties.

### Main Job Tasks and Responsibilities

- Supervising baths for students and teachers
- Cleaning and washing up after student's breaks
- Cleaning classrooms.
- Take care of the young children.
- keep children safe and clean.

## **Title : Network Administrator / IT Support**



### **General Purposes**

- Provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school district buildings and departments. The Director of Technology will be responsible for planning, purchasing, installing and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements.

### **Main Job Tasks and Responsibilities**

- ◆ Attends various events (e.g. meetings, conferences, training sessions, district information sessions, Board Meetings, administrator events) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- ◆ Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations.
- ◆ Communicates technology related activities in a timely manner to all stakeholders.
- ◆ Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
- ◆ Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of district administrative and educational operations.
- ◆ Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surpluses consistent with local, district and state regulations.
- ◆ Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
- ◆ Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment

and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.

- ◆ Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- ◆ Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation





## **Title: School Counselor**

### **General Purposes.**

Provide guidance and support for Children and young adults especially when it comes to dealing with academic, personal, parental and social pressures. Helping people reach their potential is the primary goal—and to achieve it you should be caring, flexible, adaptable and patient.

### **Main Job Tasks and Responsibilities**

- Assist students at all levels, from elementary school to college. They act as advocates for students' well-being, and as valuable resources for their educational advancement.
- Listen to students' concerns. Because everyone's home and social life is different, you could be the only person who fulfills that need for them at a given time.
- Providing a comprehensive program in the area of College Guidance.
- Develop a career exploration program
- Help students with issues such as bullying, disabilities, low self-esteem, poor academic performance and relationship troubles. You can refer them to a psychologist or mental health counselor for further treatment if necessary.
- Evaluate students' abilities, interests and personalities to help them develop realistic academic and career goals.
- Listen to students' concerns about academic, emotional or social problems
- Help students process their problems and plan goals and action
- Mediate conflict between students and teachers
- Improve parent/teacher relationships
- Assist with college applications, jobs and scholarships
- Refer students to psychologists and other mental health resources
- Work on academic boards to improve learning conditions
- Running a guidance and counseling
- Collaborating on a regular basis with the Education Officer for Guidance and Counseling;
- Advising parents and helping students in making educational and vocational choices
- Advising Heads of School and staff on the compilation, use and maintenance of Students' Cumulative Record Cards while ensuring that this function is effectively fulfilled;
- Advising on the profiling of students;
- Advising on, and encouraging strategies that ensure the holistic development of students;
- Conducting personal counseling sessions with individual and/or groups of students and/or parents;



## **Title: Ministry Liaison**

### **General Purposes**

The Ministry Liaison is responsible for all contacts and correspondence between the school and the Ministry of Education.

### **Main Job Tasks and Responsibilities**

- ◆ Preparing and submitting the registration book to the Ministry for checking and approval.
- ◆ Obtaining Ministry approval for all new students; after approval, registering all students with the Ministry.
- ◆ Legalization of internal and external transfer certificates for students.
- ◆ Obtaining Ministry approval for new students with incomplete papers.
- ◆ Completing necessary paper work in case of changes of a student's name or nationality.
- ◆ Issuing "To whom it may concern Memos" regarding student issues with Ministry.
- ◆ Legalization of Graduating Class grades and certificates for all students in the Ministry prior to the Graduation Ceremony. Following up various tasks regarding graduation
- ◆ Legalization of grades for all classes in Ministry
- ◆ Coordination with parents regarding Ministry issues.
- ◆ Coordination and implementation of Ministry exams.
- ◆ Obtaining Letter of Appointment from Ministry for all new staff members after issuance of residence visa.
- ◆ Corresponding with the Ministry regarding all issues related to curriculum. Coordinating and attending required meetings.
- ◆ Corresponding with the Ministry regarding Arabic language instruction for mother tongue and ASL students.
- ◆ Collection of Arabic Test papers at the end of the year.
- ◆ Collecting data and preparing, submitting and verifying required statistics for the Ministry regarding timetable, schedules, resources and book for students, teachers and staff.
- ◆ Preparing and verifying the academic calendar with the Ministry.
- ◆ In order to fulfill these responsibilities, the Ministry Liaison is prepared to perform additional duties required by the School Director and also consistent with the purposes and responsibilities contained in this job description.

## Title : School Doctor



### General Purposes

Support the general wellbeing of the students and the faculty. The School Doctor is on call from 07:30 am - 3:00 pm daily during school hours and for triage and treatment of both students and staff for minor ailments and emergencies.

The Doctor is available for private health consultation at any time.

### Main Job Tasks and Responsibilities

- ◆ Maintaining a health clinic and identifying communicable diseases:
- ◆ Performing first aid and changing bandages;
- ◆ Report infectious disease and isolated infected students to the School Director;
- ◆ Monitor ill students (sickness);
- ◆ Referring cases to a specialist.
- ◆ Medical records and screening:
- ◆ Maintaining a medical file for each student;
- ◆ Measuring students height, weight and checking eyesight and recording data in student files;
- ◆ Filing system for special references to students with medical needs or health problems.
- ◆ Educational Health programs: ( Participation in parent-teacher conferences; - Devise a health awareness programs; )
- ◆ Emergency cases are accompanied to hospital.
- ◆ The Doctor will perform all duties associated with his/her position at such times and places as the School Director may direct.
- ◆ The Doctor will perform his/her duties in a professional manner, with the highest level of confidentiality, consistent with the regulations of TAS and with the laws, customs and traditions of the host country.
- ◆ The Doctor will report to the School on the day of the first Full Faculty meeting at the beginning of the school year and will work in accordance with the school's calendar year and finish the last day students attend or the last Full Faculty meeting whichever is the later

## Title: Clinic Assistant



### General Purposes

- To provide first aid and limited health services support for assigned students based on training received from the school nurse. Clinic assistants must work under the supervision of a member or members of the instructional or administrative staff at all times. The supervising school nurse and/or administrator is responsible for communication and direction regarding the level of care that is provided to students.

### Main Job Tasks and Responsibilities

- Work under direct supervision of site administrator and at the direction of the school nurse assigned to the school with program supervision by the Supervisor of Student Services (Health)
- Determine students' health status upon arrival at the clinic and provide appropriate care and referral if necessary
- Assist students with health, hygiene, and other personal needs
- Make every reasonable attempt to notify the parent or emergency contact person regarding medical emergencies as soon as possible
- Assist with routine health screenings, as requested
- Administer medications and perform selected health procedures per established guidelines
- Make referrals to school nurse, school social worker, guidance counselor, administrator, school staff, and community agencies as appropriate
- Perform clerical duties regarding health services that include:
  - a. Organize, file, and maintain health information in a confidential manner
  - b. Documentation of health services provided
  - c. Maintain the clinic supply inventory
  - c. Assist the school nurse with students' health record review and follow up, including, but not limited to, immunization, physical exam, and emergency cards
- Communicate effectively with students, parents, staff, and community agencies while maintaining confidentiality
- Keep the health room organized/orderly and clean at all times
- Perform other school health related duties as assigned by site administrator or designee

## Title: Science lab Assistant



### **General Purposes**

Lab Assistants are responsible for helping technologists and scientists during lab tests and research. These highly-analytical professionals' possess in-depth knowledge of basic laboratory techniques and equipment. Their duties include processing samples, classifying results, and recording findings.

### **Main Job Tasks and Responsibilities**

- Prepare samples for testing using various laboratory equipment.
- Maintain all laboratory records.
- Comply with the correct procedures, policies, and health and safety regulations.
- Conduct laboratory tests, analyze results, and document your findings.
- Stay informed with the latest industry trends, techniques, and best practices.
- Document all activities, results and report back to management.
- Clean and sterilize equipment and work area.
- Collect and prepare research and information needed for studies.
- Classify and label samples.
- Undertake basic administrative tasks such as filing and answering telephones.