

Maysaa M.A. Kabbani

SUMMARY

- **Profile:** Female, 35, Single
- **Nationality:** Lebanon
- **Current Location:** Beirut
- **Last position:** KGs Head of department.
- **Company:** Dubai National School
(Reporting to coordinators and principal)

• **Career Objective:** Seeking a position that best suits my qualifications and widens my experience in order to contribute to the progress of a leading renowned school. I am very flexible and willing to accommodate the vacancies at your school that are relevant to my experience, skills and potential.

WORK EXPERIENCE

Sep. 2010 – June 2011 **Dubai National School**

Dubai, UAE

"Head of KGs Department"

- Visit classrooms to evaluate teaching methods and provide performance standards for teachers and other employees.
- Prepare the yearly plan activities.
- Supervising the students in class and in playground.
- Follow up the students with behavior or academic problems.
- Taking photos of all the department activities
- Monitor students' progress and keep teachers trained and motivated.
- Helping the parents and the teachers to solve their problems.
- Checking the classes, the playgrounds and the toilets cleanliness in the end of each day...
- Organizing the Department meetings & prepare the minute of each one, etc...
- Preparing monthly report for the students having learning difficulties or any special case, etc...

Nov. 2009 - June 2010 **Heritage College**

Beirut, Lebanon

"Support Math Teacher"

Teaching math to the special needs students in Grades 3-5-6; modifying the curriculum according to each case, modifying the revision sheets, the quizzes, the monthly tests and the term exams as well. And preparing the IEPs for each of the special needs students.

Sep. 2007 - June 2009 **Global Academy International**

Al Doha, Qatar

1- KGs English teacher

2- KGs Islamic and P.E teacher

Responsibilities:

- Successfully delivering classes for KG level, developing and implementing creative and appropriate teaching material in addition to trying new approaches when necessary.
- Designed balanced, coherent and well planned lessons and created a classroom atmosphere that is friendly, creative and conducive to learning, while remaining focused on lesson objectives, forms and meaning and target language.
- Enhancing the verbal and written skills of students by empowering them with appropriate language tools (grammar, idioms, vocabulary, etc).
- Assisting in the design of new study materials and writing new curricula whilst adapting existing ones.
- Formulating, analyzing and assessing daily assignments and exam papers. Drafting progress reports on daily basis, and reporting the same to the concerned authorities.
- Spearheading all co-curricular and extracurricular activities, preparing classroom materials that support lesson plan objectives, as well as implementing and administering classroom setup.
- Providing encouragement and support to help students develop confidence, cognitive capacity and positive attitude toward learning by affirming their thinking and progress.
- Seeking to understand and solve the psychological, emotional and physical problems that would cause a student to have difficulty learning, and fostering students' self-esteem, motivation and sense of responsibility.

Oct. 2006- June 2007

Khadija Al Kobra (Al Makassed)

Beirut, Lebanon

"Administrative assistant"

Maysaa M.A. Kabbani

- 1- Working in the administration section of the school.
- 2- Responsible of all the administrative files.
- 3- Preparing the charts and the schedules requested by the head of cycles.
- 4- Assuring duty times during recess.
- 5- Translating the principle's emails.
- 6- Working on many projects related to "the global education", etc...

Oct. 2006- May 2007 **Rawda High School- "middle school"-** **Beirut, Lebanon**

Administrative training; Applying an administrative professional project for the master thesis.

- I have worked for almost 8 months with the middle school principal, the school advisor and the classes advisors to achieve a project of a community service with some students engaged with this kind of work through the after schools activities.

Oct. 2005- June 2006 **Al Amir Chakib Arslan official school** **Beirut, Lebanon**

1- Grade 2 Math teacher 2- Grade 3 Math teacher 3- Grade 4 French teacher

Responsibilities:

- Prepared and conducted lessons in various topics including French language, math and science to grades 2, 3, & 4. Adopted various teaching methods to facilitate learning and development process of children.
- Selected appropriate materials for the student's skill level and interests and encouraged the student to respond to difficult materials by being supportive rather than critical of mistakes.
- Restructured existent syllabi and customized teaching approaches to suit average aptitude level of students in the class.
- Introduced innovative, student centered interactive classroom sessions and ensured a highly conducive atmosphere for learning through encouraging healthy competition.
- Prepared assignments/projects for home practice to reinforce daily learning; formulated monthly tests and exam papers; as well as assessed student progress/needs and provided appropriate feedback on their work.
- Encouraged the concept of "experiential learning" which involved a lot of activities and interactive methods of learning leading to higher percentage of understanding and retention power.
- Allotted real life assignments and discussions to develop group dynamics and team building skills. Introduced innovative, student centered interactive classroom sessions to enhance the learning temperament of the students.
- Assisted the students in setting measurable and achievable goals as milestones for progress and involved the student in the learning process as part of standard pedagogy.

Oct. 2005 – Jan. 2006 **Heritage College** **Beirut, Lebanon**

Administrative training in observing all tasks & works in the administration section (1st semester).

Feb. – May 2006 **Heritage College** **Beirut, Lebanon**

Administrative training in leading an administrative project based on the reactivation of the school's website collaboration with many coordinators & teachers (2nd semester).

Oct. 2004- March 2005 **Bahjat Al Atfal school** **Beirut, Lebanon**

"Principal Assistant"

- 1- Responsible of all students' files and some of the school ones.
- 2- Assists the principal in monitoring and assessing student achievement and participation in outcomes with appropriate data collection and analysis.
- 3- Answering the schools calls & transferring others.
- 4- Sending the meetings invitations to teachers, etc...
- 5- Use multiple sources of data to monitor and assess student achievement, as requested by the principal.
- 6- Create a productive work climate by gaining the cooperation of staff and students
- 7- Write reports relative to conferences, suspensions, court reports, etc...

Maysaa M.A. Kabbani

March – May 2004 **Carmel Saint Joseph** **Beirut, Lebanon**

Training in Grade 2 class; Observing and giving lessons in French, Math and Sciences.

October 2003-January 2004 **Lycee Abdel Kader** **Beirut, Lebanon**

Training in Grade 5 class; Observing and giving lessons in French, Math and Sciences.

Oct. 2001- May 2003 **Beirut High School** **Beirut, Lebanon**

"KG1 Classroom Teacher"

- 1- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- 2- Provide nutritious snacks and lunches.
- 3- Provide adequate equipment and activities.
- 4- Ensure equipment and the facility are clean, well maintained and safe at all times.
- 5- Provide weekly and monthly schedules of activities.
- 6- Develop culturally appropriate programs and activities.
- 7- Develop activities that introduce math and literacy concepts.
- 8- Establish policies and procedures including acceptable disciplinary policies.
- 9- Be familiar with emergency procedures.

March - June 2001 **Al Bayader School** **Beirut, Lebanon**

"KG1 teacher assistant"

- 1- Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- 2- Prepare instructional materials; reads to students.
- 3- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- 4- Conduct learning exercises with small groups of students.
- 5- Alert the teacher to special needs of individual students.
- 6- Check students work for compliance with teacher's instructions.
- 7- Collect and display suitable material for educational displays; prepare displays; decorate classroom.
- 8- Help maintain order in the classroom; monitors students to keep them on task, etc...

Education

Oct. 2005- July 2009 **Saint Joseph University** **Beirut, Lebanon**
Educational Management, Masters Degree

Oct. 2004- July 2005 **Saint Joseph University** **Beirut, Lebanon**
Preschool and primary Education, Teaching Diploma

Maysaa M.A. Kabbani

Oct. 2001- July 2004 **Saint Joseph University** **Beirut, Lebanon**
Preschool and Primary Education, "Math & Sciences" teacher, Bachelor Degree

Oct. 1998- Sep. 2000 **Lycee Verdun** **Beirut, Lebanon**
High School, Kindergarten Tuition

OTHER CERTIFICATES

April 2007 **Beirut Campus University**
Art of communication skills & behaviors in organization

Oct. 2004 **Georgetown University, Washington DC**
Certificate of English Language Proficiency

IT & TECHNICAL SKILLS

- Windows & Office tools**
All Microsoft Office Programs **Expert**
- Operating systems, Networking & Hardware**
Windows (7, Vista, XP, 95, 93) All versions **Expert**

LANGUAGES

- | | |
|---|------------------|
| <input type="checkbox"/> <input type="checkbox"/> English (<i>read, written, spoken</i>) | Fluent |
| <input type="checkbox"/> <input type="checkbox"/> Arabic (<i>read, written, spoken</i>) | Native |
| <input type="checkbox"/> <input type="checkbox"/> French (<i>read, written, spoken</i>) | Very Good |

PERSONAL QUALIFICATIONS

- Time management skills and ability to multitask and adapt to any system.
- Excellent analytical, communication & interpersonal skills.
- Ability to perform under pressure.
- Motivated and able to handle students of all levels and capabilities.