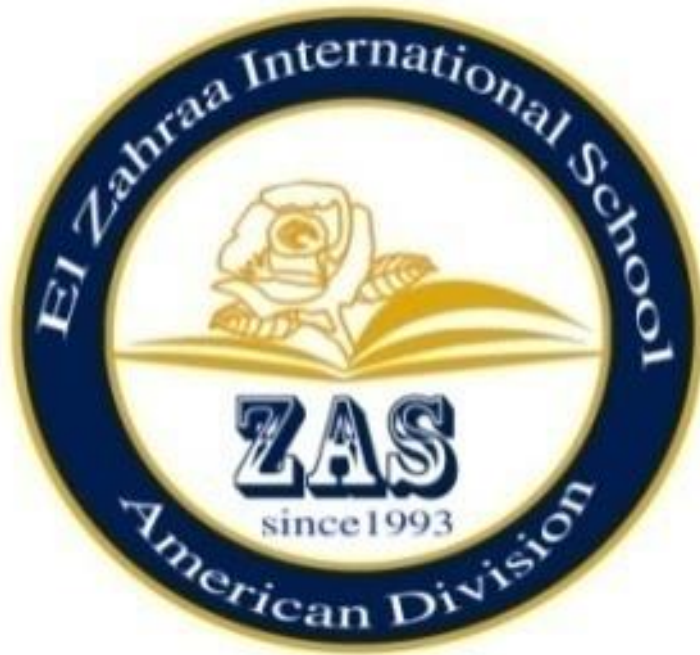


El Zahraa Language School American Division



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STAFF HANDBOOK

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INTRODUCTION

Welcome to El-Zahraa American School

The administration at El Zahraa American School believes strongly in maintaining a positive partnership with teachers and staff so that everyone is working together to provide the very best educational opportunities for all students and to have a positive work environment.

We hope that you find this handbook useful. It is designed to give information about the systems and policies of our school.

If you have any questions or concerns, please take time to discuss them with the administration. If you are pleased with something we have done, please let us know about that too!

We are committed to providing the very best for all of our teachers and staff. Any suggestions you have on how we can improve our work will be gratefully appreciated.

El Zahraa American School values, encourages and celebrates the process of learning through development of self-worth, the appreciation of others, active involvement in the development of the community and acquisition of skills for lifelong learning, thus creating opportunities for all to succeed.

**Yesterday, today, and forever.
Striving for excellence.**

Principal

Heba El Khawaga

PURPOSE

El Zahraa American School recognizes that the capabilities and conduct of teachers greatly affect the quality of education provided students in the American Division. Students deserve, and the general public expects, each teacher to demonstrate a commitment to excellence, equity and effectiveness in performing the role and responsibilities of a teacher. The purpose of the Teacher Code of Conduct is to define appropriate standards of conduct for teachers in El Zahraa American School.

OUR VISION:

Achieving excellence in preparing students for college through engaging and supporting teachers in a unique professional learning community that provides opportunities to grow develop and learn together.

MISSION STATEMENT:

Providing a providing a developmental and appropriate education to prepare all students for success in college and prepare them for lifelong learning.

ZAS Committed to encourage each student to see himself/ herself as worthwhile individual with qualities of character needed to create a responsible person in the school and community.

CORE VALUES:

- Learning is a lifelong process
- All students should have access to a quality education.
- All students should learn when their individual needs are met.
- Providing a safe and secure environment which is essential for teaching and learning.
- All students should enhance their achievement through stakeholder involvement, which includes partnerships with parents, community, and governmental agencies.
- All individuals should be treated with respect and dignity.

Yesterday, today, and forever.....

Striving for excellence

TEACHER CODE OF ETHICS & CONDUCT

ZAS employees hold positions of public trust. They are responsible for the education of students and serve as examples and role models to students. All employees are responsible for the integrity and the consequences of his or her actions. The highest standards of honesty, integrity, and fairness are exhibited by each employee when engaging in any activity involving the school and its students. Employee conduct protects the person's integrity and/or reputation and that of the school.

Employees perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations.

ZAS employees are to:

- Demonstrate a belief that all students can learn.
- Give assignments that make learning relevant,
- Teach responsible citizenship and life skills.
- Treat each student fairly.
- Promote a safe and positive learning environment.
- Be a good adult role model.
- Exhibit a caring, honest and professional attitude.
- Maintain professional growth and development.
- Communicate with parents.
- Maintain confidentiality at all times.
- Abide by policies and regulations.

ميثاق المعلم:

يلتزم المعلم بمعيار الجودة عند تزويد الطلبة بالخبرات التعليمية و يمثل قدوة لجميع الطلاب. فجميع الموظفين مسؤولين عن أفعالهم بما يعكس روح التميز والمساواة ، و عليهم جميعا اتباع الأمانة و العدالة في كل تداخلات مع الطلاب و ذلك يحمي شفافية و سمعة المعلم و المدرسة ، به يجب على المعلم أن يؤدي عمله دون عنف و اتباع القوانين و سياسات المدرسة، ينبغي للمعلم أن يتبع بما يلي:

- إظهار إيمانه بقدرة الطالب على التعلم،
- التكليف بواجبات تراعي خصائص المتعلم واحتياجاته،
- تعريف الطالب بمسؤولياته كمواطن وإكسابه المهارات الحياتية،
- العدالة والمساواة وعدم التمييز في المعاملة بين الطلاب،
- توفير جو ومناخ تعليمي مثمر وآمن،
- اعتبار المعلم مثلاً أعلى،
- إظهار الاهتمام بمقتضيات العناية والأمانة والمهنية،
- الحرص على الترقى المهني وتطوير الذات،
- الاهتمام بالتواصل مع أولياء الأمور،
- احترام السرية والخصوصية في جميع المواضيع،
- الالتزام بالسياسات والضوابط

Yesterday, today, and forever.

Striving for excellence.

TEACHER RESPONSIBILITIES:

The teacher plans, organizes, and administers learning experiences, which contribute to each and every student's development - these experiences may occur within and outside the classroom. The areas of responsibilities include instruction, administration, extra-curricular professional development, and class advisor activities.

Manage the teaching process and:

- ✓ Develop annually, weekly and daily lesson plans in accordance with the curriculum and guidelines of the school.
- ✓ Prepare assignments, experiments, demonstrations, teaching aids, etc.
- ✓ Use audio-visual aids, field trips, and other resources to supplement and reinforce teaching.
- ✓ Participate in the selection process for textbooks, reference and instructional materials.
- ✓ Plan, organize and direct assemblies and other instructional programs.
- ✓ Prepare and hand exams before the exams dates by two weeks.
- ✓ Correct the exams as soon as possible (two days) maximum.
- ✓ Hand the students' grade with the corrected exams two days maximum.
- ✓ Present at the meeting which will be held every month.
- ✓ Make their relation with student within limits.
- ✓ As for Arabic subjects, teachers should summarize the curriculums without deleting any important information.
- ✓ Give the students daily homework.

Student Evaluation and assessment

- ✓ Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after school hours.
- ✓ Determine and implement teaching methods appropriately to students' needs and capabilities, group size, topics and program objectives.
- ✓ Evaluate and report pupil progress.
- ✓ Initiate and participate in conferences with students, parents and / or administration.

Classroom management

- ✓ Foster safe, healthy and attractive conditions in the classroom and on campus.
- ✓ Establish and maintain discipline, through self-assigned measures.
- ✓ Implement the school's procedure fairly and consistently.
- ✓ Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.

Last Class of the Day:

All teachers are to make sure that students leave the classroom clean and tidy for the next day. Students are to leave their desks in an orderly fashion, pick up all books, writing instruments and papers from the floor.

Staff Meeting

All teachers are required to attend the faculty meetings. Faculty meetings may be held during the school day at break time or after school.

مسئوليات المعلم:

يقوم المعلم بتحضير الدروس وشرحها بأسلوب يستوعبه كل الطلبة، وتشمل الدروس كافة الخبرات التعليمية داخل الفصول وخارجها.. ويقع ضمن مسئوليات المعلم القيام بالتدريس والتوجيه وإعداد الأنشطة الصفية وتقديم المشورة والعون فيما يتصل بالأنشطة داخل الفصول.. بالإضافة إلى،،

إدارة العملية التعليمية، وتشمل:

- القيام بعمل تحضير سنوي واسبوعي ويومي للدروس بما يتفق ومعايير المناهج المعتمدة من قبل المدرسة،
- إعداد الواجبات والتكليفات والتجارب المعملية ووسائل الإيضاح ومعينات التدريس، إلخ،
- استخدام الوسائل السمعية والبصرية والرحلات الميدانية وغيرها من المصادر بهدف دعم عملية التدريس،
- المشاركة في اختيار الكتب الدراسية والمراجع والمواد التعليمية،
- تخطيط وتنظيم وتوجيه الطلبة وكذا إعداد مناهج التدريس.

تقييم أداء الطالب وتقويمه، ويشمل:

- تقويم مواطن القوة والضعف فيما يخص التعليم وكذلك تبني طرقاً تدريسية ملائمة بالإضافة إلى تقديم المساعدة خلال ساعات اليوم الدراسي وبعدها،
- اختيار وتحديد طرق التدريس الملائمة وتنفيذها بما يتوافق مع قدرات واحتياجات الطالب وكثافة الفصول والموضوعات الدراسية (المحتوى) والأنشطة المصاحبة،
- التقويم وإعداد التقارير لبيان مدى ما أحرزه الطالب من تقدم،
- تقديم مبادرات لعقد حلقات نقاش أو المشاركة فيها مما تضم الطلبة وأولياء الأمور وإدارة المدرسة.

ضبط الفصل:

يعتبر المعلم مسئول بصفة مباشرة عن:

- توفير بيئة تعليمية آمنة وصحية وجذابة داخل الفصل وخارجه،
- فرض النظام والانضباط من خلال اتخاذ إجراءات وتدبير موضوعية،
- انتهاج مبادئ العدالة والثبات عند تنفيذ إجراءات الضبط،
- التأكد من نظافة وترتيب الفصول بما فيها من مكاتب واثاث وموجودات قبل مغادرة الطلاب الفصل.

آخر حصة:

على السادة مدرسي الحصة الأخيرة التأكد من نظافة وترتيب الفصول، وعلى الطلبة ترتيب مقاعدهم ووضع كتبهم وأوراقهم وأدواتهم في الأماكن المخصصة لذلك والحفاظ على نظافة أرضيات الفصول قبل مغادرة المكان.

اجتماعات هيئة التدريس:

على السادة أعضاء هيئة التدريس حضور الاجتماعات المخصصة لهم والتي يتم عقدها أثناء أو بعد انتهاء اليوم الدراسي أو أثناء الفسحة.

الارتقاء المهني:

من المأمول، قيام المعلمين بالتسجيل والمشاركة في ورش العمل داخل المدرسة وخارجها،، كما يُنتظر من جانبهم القيام بتخطيط وتنظيم وتنفيذ برامج خدمية يتم عرضها ضمن جدول أعمال اجتماعات هيئة التدريس أو في أي مناسبة أخرى.

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.

Note: Teachers who aren't absent during the semester, are offered two weeks off as a reward for their discipline.

Work hours:

Full time: Standard work hours are from 7:30 a.m. till 2:35 p.m., Sunday through Thursday. These times may change, if there is a special event or a meeting.

Part time: Hours will be established upon hire and are subject to change throughout the year based on staffing needs and the position.

Excused Absences:

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

Doctor's Certificate: for medical leave more than 2 days, an official doctor's report must be delivered to the administration for approval.

Note: According to the work needs

Substitute and student evaluation: Substitutes are not responsible for correcting and marking of papers. Teachers will be responsible for correcting the work of the class for short-term absences.

Leaving School:

Requests for leaving school early should be reserved for emergency situations. Appointments should be scheduled, as much as possible, so as not to conflict with school hours or regularly scheduled meetings (faculty, etc). Teachers who must run an errand or leave for an emergency situation must notify the administration, sign out on the sheet provided in the Principal's office. Teachers must sign the fingerprint as soon as they arrive or leave.

سياسة التعامل مع الغياب:

لا يمكن تجنب الظروف الطارئة التي تؤدي إلى الغياب، غير أن التخطيط السليم يؤدي إلى تقليل آثار الغياب على كل من الطلبة والمعلمين، وعلى هذا ينبغي إخطار الإدارة مقدماً قبل الغياب بوقت كافٍ ما أمكن حتى يتم اتخاذ الترتيبات اللازمة. وإذا لم يتسنى الحضور إلى المدرسة في حالات الطوارئ فيمكن الاتصال بالمدرسة لاتخاذ اللازم.

المبررات المقبولة للغياب:

- حالات المرض،
- المناسبات الدينية،
- وفاة أحد أفراد العائلة،
- أية أضرار أخرى تقبلها الإدارة.

الشهادات المرضية:

في حالة الغياب لأكثر من يومين يجب تقديم شهادة طبية للإدارة من جهة الطبيب المعالج للموافقة عليها من جهة الإدارة. وذلك وفقاً لاحتياجات العمل.

الحصص الاحتياطية:

مدرس الحصص الاحتياطية لا يعتبر مسؤولاً عن تصحيح كراسات الطلبة حيث أن هذا يدخل في نطاق مسؤوليات المعلم الأساسي للفصل – هذا إن كان غيابه محدداً بفترة قصيرة معلومة

APPEARANCE

Personal appearance is important. Appearing neat, clean and well-dressed reflects both upon the individual and the school. It is school policy that all staff presents themselves in a professional manner.

Although **ZAS** does not possess a formal dress code for teachers, the following are not accepted:

- Tight fitting jeans
- Cutting jeans
- Tight Body Blouses
- Excessive jewelry
- Excessive make-up

The following is encouraged:

- Professional and conservative clothes
- Deodorant (personal hygiene is a must)
- A smile on your face

PROFESSIONAL DEVELOPMENT

The Staff Development program shall align with the school vision and mission, and shall assist staff in fulfilling the school goals and strategies. The Program shall further support the building or department based on an analysis of data and department goals. **A five -year-experienced teachers, must have 180 hours training courses every five years.**

The school recognizes that a knowledgeable and skilled workforce is vital for the school to deliver on its mission. Staff development shall include activities, events, peer coaching, summer courses and experiences that assist all staff members in acquiring the knowledge and skills necessary to successfully fulfill their job responsibilities.

POLICIES, PROCEDURES AND ROUTINES FOR TEACHERS

School Day: The school day for teachers starts at 7:30 am and ends at 2:35 pm

Report to class: All teachers are to be in their classrooms by 7:45 am.

Objectives: Teachers must post each day's objectives and homework on the board.

Syllabus : Teachers should provide students with a course syllabus at the beginning of each semester.

Planning

Effective teaching requires planning. The Lesson Plan Book will contain teaching plans and information on student performance. These must be handed to the Principal at the end of the year. Teachers will prepare daily lesson plans.

Weekly / Daily Plans - Teachers must prepare daily lesson plans, which are written in the Teacher's Plan Book. Copies are to be submitted to the HODs no later than Thursday.

- **Student Class Records** - Records of student performance, classroom assignments, and homework assignments are to be included in the Lesson Plan Book and kept current.

- **Covering classes:**

It is expected that when asked to cover a class that you will undertake the duty with a positive attitude and ensure that the class is conducted as a learning session. In order to aid a colleague that will be covering your class, all teachers are responsible for having lessons, revisions, worksheets or pop quizzes on file and available for use. If you have it arranged in advance then there should be enough copies made for the students, and if it is an exception that there must be a master copy of material that will be copied and used in your absence.

السياسات المتبعة ونظام العمل:

اليوم الدراسي:	يبدأ في تمام 7:30 ص وينتهي في تمام 2:35 م.
التواجد بالفصول:	يبدأ في تمام 7:45 ص.
أهداف التدريس:	على المعلم كتابة أهداف الدرس والواجبات المنزلية على السبورة؛ وذلك لكل حصة.
المقرر الدراسي:	على المعلم تزويد الطلبة بالمحتوى المقرر عند بداية كل فصل دراسي.

إذن الخروج:

يقتصر على الحالات الطارئة، حيث يتم إخطار المدرسة قبلها بوقت كافٍ بما لا يؤدي إلى إرباك سير العمل أو اعتراض الاجتماعات المقررة (كاجتماعات هيئة التدريس)، كما يتم إخطار الإدارة عند قيام المعلم بمأمورية (إذن تحرك) خارج المدرسة للحصول على تصريح خاص من مكتب المديرية (يُسلم لمكتب الأمن).

تعديل الدرجات بالشهادات:

لتعديل درجات الطالب بالشهادة، يتعين على المعلم التوجه إلى مكتب المديرية، ويكون هذا في خلال الأسبوعين التاليين لأعمال تقدير الدرجات (تصحيح الامتحانات).

المراسلات مع أولياء الأمور:

قبل الشروع في مراسلة أولياء أمور مجموعة من الطلبة، يتعين على المدرس أن يقدم صورة ضوئية من الرسالة للإدارة، وهذا لا يشمل المراسلات الفردية، وإن كان هذا من المستحسن كوسيلة إثبات.

تحضير الدروس:

من متطلبات العمل القيام بتحضير الدروس يومياً، ويحتوي دفتر التحضير على تخطيط محتوى الدرس ومعلومات بشأن مستويات أداء الطلبة، ويتعين تسليم دفاتر التحضير إلى مكتب المديرية في نهاية العام الدراسي..

التفتيش الأسبوعي للتحضير اليومي:

يتعين على المدرس القيام بتحضير الدروس كتابياً لكل درس، ويتم تسليم صورة من التحضير إلى مكتب المديرية أيام الخميس من كل أسبوع..

سجل درجات الطالب:

هو سجل درجات يظهر فيه مستوى أداء الطالب داخل الفصل وأدائه للواجبات المنزلية (المشار إليها في تحضير الدروس)، ويتعين تواجده سجل الدرجات مع المعلم في كل حصة

Job performance and Behavior Ideals for teachers

Your performance and behavior will be calculated from the following criteria:

Performance for teachers:

- Classroom evaluation (ELEOT)
- Being prepared; starting and ending class on time.
- Materials given to students.
- Classroom and student management.
- Homework given and marked-checking assignments.
- Progressive improvement scores of students.
- Exam scores of students.
- Parent and student feedback
- Evaluation and feedback from department head or administration.
- Communication with parents.
- Teaching strategies and using variety to keep learning fresh.

B- Behavior:

- Attendance & Tardiness
- Communication style and relationship with students, colleagues and administration.
- Team player behavior: positive attitude, meeting attendance and participation, willingness to cover classes, accept tasks and assist co-workers both inside and outside your direct department.
- Willingness to participate in elective activities or projects for the school.
- Following policies and procedures as outlined by the school.

Job performance and Behavior Ideals for Administrative or support staff

Your performance and behavior will be calculated from the following criteria:

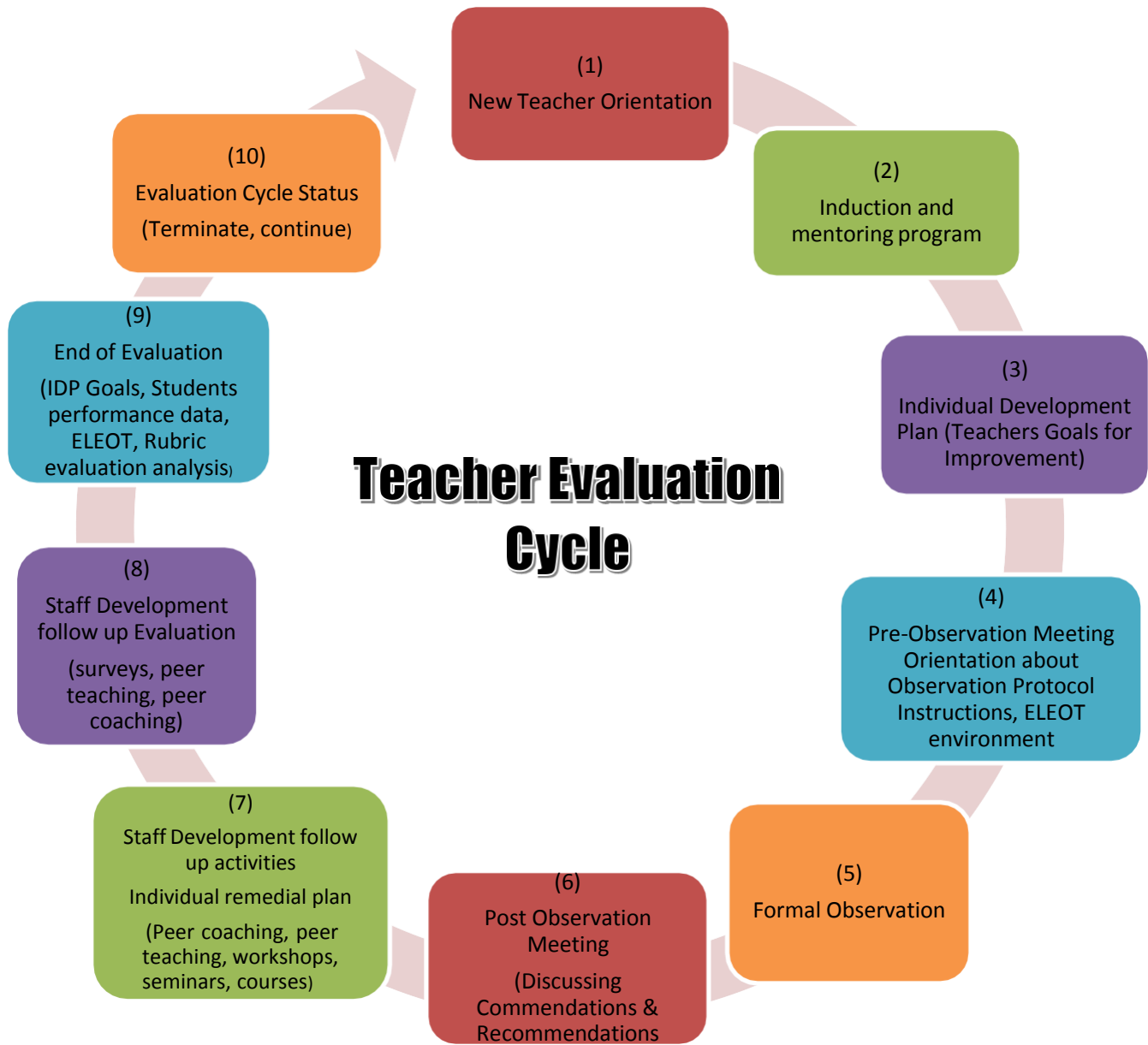
Performance for teachers:

- Comprehension of assignments.
- Sense of urgency (getting the job completed in a timely manner)
- Accuracy and quality of work performed.
- Ability to work on your own initiative or as a team.
- Follow-up's that may be required of you on any given tasks.
- The ability to undertake any particular assignment given to you by your supervisor.

B-Behavior:

- Attendance.
- Tardiness
- Communication style and relationship with students, colleagues and administration.
- Team player behavior: positive attitude, meeting attendance, participation, willingness to cover classes, accept tasks and assist co-workers both inside and outside.
- Willingness to participate in elective activities or projects for the school.
- Following policies and procedures as outlined by the school

Evaluation is done twice a year according to ELEOT observation and Teacher Evaluation Rubrics.





El Zahraa American School

Teacher Evaluation Rubrics

Teacher's name:

Department:

Date:

Head teacher's signature:

4	3	2	1
Expert	Proficient	Needs Improvement	Does Not Meet Standards

A. Planning and Preparation for Learning				
1. Knowledge				
2. Strategy				
3. Assessments				
4. Anticipation				
5. Engagement				
6. Materials				
7. Environment				
B. Classroom Management				
1. Relationships				
2. Routines				
3. Responsibility				
4. Efficiency				
C. Delivery of Instruction				
1. Expectations				
2. Effort-Based				
3. Goals				
4. Connections				
5. Clarity				
6. Repertoire				
7. Engagement				
8. Differentiation				
9. Nimbleness				
10. Application				
D. Monitoring, Assessment, and Follow-Up				
1. Criteria				
2. Diagnosis				
3. On-the-Spot				
4. Self- Assessment				
5. Recognition				
6. Interims				
7. Tenacity				
8. Support				
9. Analysis				
10. Reflection				
E. Family and Community Outreach				
1. Respect				
2. Belief				
3. Expectations				
4. Communication				
5. Involving				
6. Homework				
7. Responsiveness				
8. Reporting				
9. Outreach				
10. Resources				
F. Professional Responsibilities				
1. Attendance				
2. Reliability				
3. Professionalism				
4. Judgment				
5. Teamwork				
6. Contributions				
7. Communication				
8. Openness				
9. Collaboration				
10. Self-Improvement				

OVER ALL COMMENTS BY HEAD TEACHER:

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.....
.....
.....

Head teacher's Signature: Date:

OVERALL COMMENTS BY PRINCIPAL:

.....
.....
.....
.....

Principal's signature: Date:

Has this evaluation been discussed with the employee?

Yes No

Teacher Comments:

.....
.....
.....
.....

Teacher's Signature: Date:

The Teacher's signature indicates that he or she has seen and discussed the evaluation it does not necessarily denote agreement with the report.



El Zahraa American School

Evaluation Summary Report

Administrator's name :
 Position :
 Department :
 Date of Evaluation :

RATING ON INDIVIDUAL RUBRICS

	Rubrics	Expert	Proficient	Needs improvement
1	PROFESSIONALISM			
2	ORDERLINESS			
3	INNOVATION			
4	QUANTITY			
5	ACCURACY			
6	PERSEVERANCE			
7	COOPERATION			
8	ATTENDANCE			
OVERALL RATING /24				

Expert	Proficient	Needs improvement
3	2	1

OVER ALL COMMENTS BY HEAD OF THE DEPARTMENT:

.....

Head of the department's Signature: Date:

OVERALL COMMENTS BY PRINCIPAL:

.....
.....
.....
.....
.....
.....
.....
.....

Principal's signature: Date:

Has this evaluation been discussed with the employee? Yes No

COMMENTS:

.....
.....
.....
.....
.....
.....
.....

Employee's Signature: Date:

The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the report.

WEEKLY BULLETIN

The weekly staff meeting and bulletin are the main means of communication between administration and teachers. The bulletin is distributed to faculty members.

Teachers and Students might wish to use the weekly bulletin to convey information to the rest of the faculty or students. This information must be submitted to the Principal for approval in the bulletin.

Complaint procedures

1. Informal discussions between the coordinator or Head of Department with the teacher will usually enable most problems to be resolved.
2. If the situation is not resolved, then formal complaints can be made in writing and addressed to the school principal. Unscheduled and scheduled meetings can also take place.

سياسة معالجة الشكاوى:

- الحوار غير الرسمي بين الأطراف كفيل بحل المشكلات والنزاعات في كثير من الأحيان،
- إن لم تفلح المساعي الحميدة، يتم اللجوء إلى الإدارة عن طريق تقديم شكوى خطية رسمية موجهة إلى مديرة المدرسة، حيث يتم حل الخلاف من خلال الاجتماعات المقررة أو الطارئة.

Open door policy

ZAS promotes an open door policy dealing with staff. If you need to meet with the Principal for any reason, you may do so during the school day, during a break. If we are free we will be more than happy to meet with you. If we are busy, you are free to wait or make an appointment for your convenience. Please remember the chain of command, if it is school business or complaints, etc. show the respect needed to your immediate supervisor, before bringing it to the attention of the Principal

**Yesterday, today and forever.....
Striving for excellence.**

COMMUNICATION SERVICES

Good communication among stakeholders is essential. The following information will assist you to identify where information may be found and with whom you may wish to speak.

1. Parents / teachers Meetings

ZAS believes that Parent/Teacher meetings are meant to enhance the partnership between school and home. We believe that Parent/Teacher meetings are indispensable for a student's academic, social and physical well-being. Parent/Teacher meetings are not intended for revising grades. Once grades are recorded on the report card, they are non-negotiable.

However, Parent/Teacher meetings are intended for teachers and parents to discuss the progress and concerns of the student. Parent-teacher meetings are held on the first Thursday of every month.

Note:

Any parent can assign a meeting with the head teacher to discuss any matter concerning their child by adjusting an appointment with the administration

2. Parent Teacher Association (PTA)

Excellent schools are created through the dedication of administration, teachers and parents. We believe that parents have the right to be involved in the decision-making process at ZAS and they play a vital role in ZAS development. When the family communicates effectively with educators, positive relationships are formed and problems are more easily solved. We appreciate parents and family members that volunteer their expertise, time and various skills in helping to improve the learning environment for students, ensuring that they learn as high standard as possible and for our school to achieve excellence.

PTA members are also responsible for organizing special events and other activities related to the school.

3. Website

The school provides its students with an up-to-date official website which can meet their needs. Therefore, students are encouraged to use the school website for teacher assignments and educational work. Parents and students are strongly encouraged to log in to this secure area of school website called the School Management System.

4. WhatsApp groups

They are created for all grades to involve the stakeholders in the educational process, inform them about important issues and exchange information related to the students and teachers' performance.

5. School Management System (School Everywhere Program)

This program works on communicating different parts of the educational process in order to be secure and easy. So, it facilitates communication between administration, teachers, students, and parents. This enables them to send and receive all types of mails between them. School everywhere program is divided into 5 main divisions; students, parents, teachers, administration and library.

Here is a short note about each part:

1. **Students:** Each student has his/her own account with a username and password. Through this account, students can always be online with all different school administration and teachers. This gives the student the feeling of being at school wherever he is.

2. **Teachers and employees:** They can always be in contact with each other and with school administration to finish all their needs easily. They can be in contact with students and parents too. Teachers can even send homework to students wherever they are.

3. **Administration:** Administration Division is divided into five divisions:

- a) Students
- b) Teachers and employees
- c) Parents
- d) Website
- e) Maintenance

6. Microsoft 365

The school has Microsoft 365 accounts for teachers and students. This program works on communicating different parts of the educational process

- It is used in different kinds of assessments.
- The student performance data is collected and uploaded on Microsoft One Drive to be accessible for all the teachers in order to follow the students' progress
- Pdf books are uploaded on Microsoft365 for students and teachers use. The resources can be used not only for pleasure reading, but for challenging and critical questions during the exams as they contain materials from the international competitions
- Communication among the teachers and the students.

7. Professional Learning Community

It is a collaboration tool used to improve the communication skills among the teachers, exchange experiences and consult each other by sharing knowledge about what students need to know and what are students able to learn. The school allocates specific time for PLC teammembers according to published agenda and calendar for physical meetings inside the school's campus or professional learning communities' tool through Microsoft office 365 digital tools which are published and authorized by all staff and students. PLC allows educators opportunities to directly improve teaching and learning, gives the ability to share student progress, and when the data is shared across grade levels, educators and administrators takeownership of every child's education.

Equity of learning opportunities and support for innovation

Our school has policies and processes designed to provide equitable opportunities. The goal of the system is to have all students succeed and be proficient on grade level standards. The analysis and use of data, professional learning and differentiated instruction are key components to ensure equity of learning. Students' performance data are used to identify specific areas for improvement. Teachers are encouraged to make equity of learning opportunities a priority through differentiated instructional practices. The school offers support to both teachers and students.

- ✓ The school offers special reduction 30% - 50% for staff children.
- ✓ The school offers special reduction for excellent students in addition to financial bonuses for extra ordinary student's performance.

School Counseling

The School Counselor supports school efforts to help students focus on academic, career and social/emotional development so they can achieve success in school and are prepared to lead fulfilling lives as responsible members of society.

Guidance counselor job helps to guide and structure children's educational and vocational direction as they pass through an unstable and confusing time in their lives. A guidance counselor helps students determine courses of study and possible vocations. Counselors try to understand what motivates each student as well as his or her skills and desires. Guidance counselors use the results to provide context for existing records of academic performance, teacher evaluations, and a better overall understanding of students' needs. Some guidance counselors call the continuing education they receive from the students with whom they work the most interesting feature of the profession.

Books

Every teacher has full usage of teacher books assigned to his/her subject. If the book is lost or damage, it will be deducted from your salary.

Confidentially

Teachers must always use good judgment when discussing business, student behavior or achievement. Under no circumstances should any school employee reveal personal information concerning any student.

Staff Gifts and Solicitations

Staff members accept simple remembrances expressive of gratitude from students, parents/guardians, or parent groups. However, employees do not accept any gift or favor that impair or appear to influence professional decisions or actions.

Staff Health and Safety

In promoting the well-being of all students and employees of the school system, it is school policy to maintain a healthy and safe environment in all school facilities.

The ZAS Board oversees practices and procedures necessary in implementing this policy including periodic inspection of school facilities, plans which are periodically practiced for evacuating facilities or other ways of dealing with emergency situations.

The school has a system for reporting and dealing with accidents, plans of workers insurance and student accident insurance, and in service education for promoting both wellness and accident prevention.

Employees' Personal Property

All the employees are totally responsible for their properties as the school provides the entire staff with private desks with lockers in them.

Staff Participation in Community Activities

Staff members automatically become public relations agents in their contacts with the community. A constructive and well-informed point of view on the part of staff members is essential in maintaining an effective school system.

Staff members are expected to cooperate with the various groups in the community. Staff members make themselves available for a reasonable number of appearances before the parents and community organizations, etc.

The school and community are considered separate and apart but as working as a unified whole in the process of educating the students of the school. The community is well-informed on the total activities of the school and vice versa.

Staff Participation in Political activities

Leaves of absence for political activity for the purpose of being a candidate for political office, or for holding public office, is arranged in compliance with employee negotiated working agreements.

School employees engaging in political activity are it clear that their utterances and actions are theirs as individuals and those they, in no manner; represent the views of the school system.

School employees do not engage in partisan political activity on school premises during normal business hours or during a work assignment.

Employees seeking an extended leave of absence for campaigning, office holding, or other time-consuming responsibilities connected with government apply for such leave in writing. The Human Resources Department provides employees with a written answer to a request for political leave.

انخراط المعلمين في العمل السياسي:

تدبير أذون الإجازات لممارسة العمل السياسي – كالترشح لمنصب عام – يتم بموجب قانون العمل.

جميع العاملين بالمدرسة الذين يقومون بنشاط سياسي مسئولون مسئولية كاملة عما يصدر عنهم من تصريحات أو تصرفات تمثلهم بصورة فردية ولا تعبر بالضرورة عن رؤى نظام العمل بالمدرسة.

محظور على العاملين بالمدرسة القيام بأي نشاط سياسي حزبي داخل المدرسة سواء في ساعات العمل الرسمية أو غيرها مما يستلزم التواجد بالمدرسة في غير ساعات العمل الرسمية.

على العاملين الراغبين في الحصول على تمديد لأذون الغياب لممارسة نشاط سياسي – كالمشاركة في الحملات الانتخابية وغيرها مما يستهلك الوقت بما يتصل بالدوائر الحكومية – أن يتقدم بطلب كتابي لشئون العاملين والتي بدورها تقوم بإبداء الرأي كتابياً مع بيان الأثر على الراتب..

Permanent Employees

Definitions (Permanent Full-Time Employee)

Permanent Full-Time Employee is any person who is employed by ZAS and:

- Is customarily employed at least thirty (35) hours per week;
- Is customarily employed to work at least nine (9) months a year; and
- Is customarily employed in one of the following job classifications: Administrator, Head of Department, Head Teacher, Teachers, and Workers.
- Is customarily employed to work at least 20 lessons per week
- Is customarily committed to do the supervision duties upon the administration instructions either within the school or outdoors as on school trips.

Definitions (Non-Permanent Employees)

Are hired regarding their specialties, past experience, outstanding and non-conventional skills.

Family and Medical Leave

ZAS offers up to twelve (12) weeks for family/medical leave each academic year to eligible employees who request time off for the following reasons:

- When a serious health condition renders the employee unable to work.
- The birth of a child or to care for a child within the first 12 months after birth.
- To care for an immediate family member (spouse, parent, or child) who has a serious health condition.

Staff Recruiting:

- ZAS provides opportunities for employment without regard to race, color, creed, religion, age, gender, disability, national origin or ancestry. Therefore, the school adopts policies to ensure that the recruitment process is going smoothly.
- Vacancies are publicized in papers and on the internet. Application forms are received and sorted out according to the department's needs. Candidates are phoned for an interview, a demo and a written test.
- ZAS sends for the State Security Authority consent before appointing the employee within the three-month test period
- School staffing needs and recruitment costs are recommended through the budgeting process for School Board approval.
- The Human Resources Department verifies persons recommended for employment meet all qualifications required + experience proofs + any additional training courses + health certificate + the military status (for males cannot be hired unless they have completed their military service or been exempted) .
- The School Principal recommends personnel to the School Board for final approval of employment.
- High proficiency of the English language is a must, mostly for teachers of subjects taught in English. The American Division needs to diversify its staff to include native speakers of English and those with American teaching credentials. Therefore, in order to attract the teachers, the school offers:

- bonuses twice a year (January and July)
 - 15%-25% raise in salary according to evaluation rubrics
 - Reduction 50% for native speakers' children
 - Bonus for qualified teachers in the middle of the month
-
- The Administration Department hands out to the candidate a printed job description.
 - 2 weeks orientation workshops are offered to new teachers. They receive a job offer to finalize the hiring process in an official way. The induction process, then, takes place as the HODs and HR department introduce the new employee to all School departments. In addition, the approved employee is provided by a "mentor" who provides him/her with the necessary information.
 - The school offers additional bonuses beside the salary increments and merits for outstanding and additional efforts.
 - ZAS prohibits private tutoring by teachers to their students as it is mentioned in the teachers' contracts, school policy handbook and the staff handbook. In case of any violation of the rules, the teacher's contract is cancelled automatically.
 - Signing the contract with the employees comes after a three-month test period (six months at most) under a personal contract, [Form 3 / Private Education Sector / Ministerial Decree #306 / 1993]
 - Four copies of the contract are issued; one copy is kept with:
 - the employer,
 - the employee,
 - Social Insurance Authority,
 - Private Education Sector
 - Meeting individually with teachers upon hiring and providing them with detailed overview of the school in addition to Providing supplies, materials and support necessary to be effective in classroom.
 - In case of overstepping or violating the school rules and regulations, the employee is to be warned, if repeated within a month, the employee is to be exposed to investigation and deduction according to the list of sanctions.
 - There are a number of violations listed in the list of sanctions (repeated negligence or any offensive deed), the employee is fired according to the list of sanctions.

Employee Benefits (Retention)

ZAS implements a set of procedures and policies to recruit highly qualified staff members through offering some incentives that help the school retain its employees such as:

- An annual salary increment that reaches 15% to 25% according to the teacher's evaluation percentage.
- Offering higher salaries according to additional qualifications and years of experience.
- Paying the employees share of insurance so as not to be deducted from the salary according to their segments
- Securing the entire salary (insurance not deducted) for female teachers in case of delivery.
- Providing full treatment for the teachers in cases of maladies when necessary.
- Offering 30%-50% discount for the staff children.
- Providing free Professional development courses to all staff.

- Offering incentives such as a financial bonus for the employee of the month.
- ZAS downtown location, which is considered a privilege to the employees
- ZAS consideration of the employees' personal permissions and excuses are all considered advantageous points for the institutions.
- Adopting an open-door policy with its staff and permitting pregnant employees to work from home through the school's online system during COVID-19.

Mentoring Policies

- The selected candidates for the mentor position will go through a grading assessment to check if the candidate is eligible for the position.
- If the candidate mentor passes the assessment; the candidate is required to fill an application form with the school principal in the presence of the HODs and the HR employee.
- The HODs are responsible for the hiring process, where they are required to select the best candidate (mentor) for the mentees / novice teacher to match their current needs and qualifications.
- The mentor is assigned one mentee / novice throughout the academic year. However, the mentor can be assigned two mentees / novices in the presence of any unusual circumstances.
- The candidate for the mentoring can be eligible if he has 3 years of experience in the school.
- If the mentee has +10 years teaching experience in the field, the mentor will be an
- HOD.

Field trips

All field trips must be approved by administration, head teachers, extracurricular activities coordinator and teachers who should not mention or plan these activities with students without first obtaining permission. To schedule and initiate field trips the following procedures should be completed:

- **Field Trip Request Form** - completed by class teachers, revised and signed by head teacher. After that the request form is submitted to the extracurricular activities coordinator to approve it with the school principal to revise the following: Field trip objectives, the trip program, how to evaluate achieving the trip objectives and skills, put the school rules and constraints which have to follow during the trip.
- **Parental Consent** - a written parental consent form that must be received from every student. Without **Field Trip Permission Form** signed by the parent, a student may not participate in the field trip.
- Sponsoring teacher prepares the initial permission form giving details of the trip including itinerary, costs, etc. and gives the form to the administration.
- Sponsoring teacher will work with the administration to plan all details of the trip. The sponsoring teacher will photocopy the forms and plan the trip as per school calendar.
- The social worker distributes the form to the student for parent signature.
- The social worker collects the students' forms and revises the information written in it. If any information isn't complete, the parent is phoned and informed by the school decision concerning his son / daughter trip.
- The extracurricular activities coordinator arranges transportation for trip.

However, during the time of Covid-19, the numbers of students participating in the school trips and the number of school trips were limited. Whenever they took place the students were requested to follow the school safety measures, by wearing the masks and keeping the social distance.

الرحلات الميدانية:

يتعين الحصول على تصريح من الإدارة قبل الإعلان عن القيام برحلات ميدانية، حيث ينبغي اتخاذ الخطوات التالية:

١. استمارة طلب القيام برحلة: يجب أولاً ملئ الاستمارة المخصصة لذلك وتقديمها للإدارة قبل ميعاد الرحلة بشهر واحد على الأقل.
 ٢. موافقة ولي الأمر: يجب الحصول على موافقة كتابية من ولي الأمر لكل طالب يرغب بالاشتراك في الرحلة، وبدون الموافقة لن يتمكن الطالب من الاشتراك في الرحلة.
 ٣. المعلم المشرف: على المعلم المشرف على الرحلة إعداد مذكرة بتفاصيل الرحلة تشمل خط السير والتكلفة، ... إلخ وتقديمها للإدارة.
 ٤. استمارة الرحلة: على المعلم المشرف الاشتراك مع الإدارة في مناقشة تفاصيل الرحلة ثم يقوم بطباعة استمارة الرحلة ويراعى التقويم السنوي للمدرسة.
 ٥. إخطارات الموافقة: يقوم المعلم المشرف بتوزيع إخطارات الرحلة على الطلبة لتوقيعها من أولياء الأمور سواء بالموافقة أو عدم الموافقة.
 ٦. مصروفات الرحلة: يقوم المعلم المشرف بجمع الموافقات ومصروفات الرحلة وتسليمها للإدارة.
- الانتقال: يقوم مسؤول النشاط بتدبير وسائل الانتقال الخاصة بالرحلة.

Procurement Policy (Purchasing Procedures)

In case of the need of any supplies (e.g. books, instructive materials etc.)

- Teacher refers to the head teacher to review their needs,
- Head teacher forwards a petition to the Principal in the head-teachers meeting,
- The principal reviews the supply requests in the school board meeting for approval,
- The financial manager gathers all supply requests, after having them approved, and studies quotations, selects the best price and sets the budget, and then completing the purchase. Purchase invoices are forwarded to the financial administration to be included in the budget.

سياسة المشتريات:

عند الحاجة لشراء مواد (كتب دراسية، وسائل تعليمية، إلخ)،،

٧. يرجع معلم المادة إلى المعلم الأول لدراسة الاحتياجات المقترحة،
٨. يقوم المعلم الأول بتقديم طلب إلى المديرية وذلك أثناء انعقاد الاجتماع الذي يضم المعلمين الأول بالمديرية،
٩. تقوم المديرية بدراسة طلبات الشراء في اجتماع مجلس الإدارة للحصول على الموافقة،
١٠. يقوم المدير المالي بتجميع طلبات الشراء التي حصلت على موافقة مجلس الإدارة ودراسة عروض الأسعار ثم تدبير الموارد اللازمة،
١١. إتمام عمليات الشراء وإرسال الفواتير وقيود المخزون إلى الإدارة المالية لإدراجها بالميزانية العمومية.

DRUGS

These are substances which alter the behavior of individuals even when consumed in very small quantities. They include cannabis (ganja, weed, hash, reefers), ecstasy, LSD, uppers, downers, amphetamines - the list is almost endless. Possession and use of these substances is not only illegal, but potentially dangerous. It is therefore clear school policy that any staff member found possessing, using, sharing or selling any drugs or any other substance which although not illegal, may alter behavior such as solvents, will be expelled (permanently excluded) from ZAS. This applies equally to activities on the school site, during school trips or to activities taking place in the vicinity of the school.

SMOKING

Smoking is forbidden during the school day.

ALCOHOL

Staff members caught in possession of alcoholic drinks or suspected of having consumed alcohol at school or on school trip; will be subject to disciplinary procedures, which may include being terminated from the school.

PRECAUTIONS TO BE FOLLOWED DURING COVID-19

A. Teachers should follow these instructions:

- Masks must be worn during the school day and if not, 5 days will be deducted from your salary.
- Keep social distance all the time.
- Don't share your belongings with others.
- Stay in your staff rooms if you don't have sessions.
- Disinfect and keep everything around clean and tidy.
- Don't order the students to do or help you in your work. It's your responsibility not theirs.
- If you feel any illness symptoms, go immediately to the school clinic.

B. Online instructions:

- Switch on the computer device; check the internet connection 5 minutes ahead of the scheduled session.
- Start the zoom meeting and accept the students and take down their attendance.

C. Duty teachers must:

- Discipline the duty time and be placed in their position.
- Ask the students to keep social distance.
- Follow the school rules with the students who break the social distance.

يرجى من السادة المدرسين الالتزام بالتعليمات الآتية:

- ارتداء الكمامات طوال اليوم الدراسي أثناء الاحتكاك مع الطلبة او العاملين والزملاء وفي حالة عدم الالتزام سوف يتم خصم 5 أيام للمدرس.
- المحافظة علي التباعد الاجتماعي دائما تجنب التجمعات واللقاءات الجانبية أثناء العمل.
- عدم مشاركة الادوات مع الزملاء.
- عدم التلامس والتصافح بين الزملاء أو مع الطلاب.
- التواجد في الاماكن المخصصة للعمل فقط .
- المحافظة علي تعقيم ونظافة جميع المتعلقات الخاصة بكل مدرس.
- عدم الاستعانة بالطلاب في اي اعمال تخص المدرس.
- عند الشعور بأي أعراض يتم التوجه للعيادة مباشرة لعمل اللازم .

تعليمات خاصة بـ Online :

- التأكد من سلامة الجهاز في تشغيله ووجود الانترنت وتشغيل برنامج Zoom على الحصة المعلنة للفصل المتواجد به.

يرجى من السادة مدرسين duty

- الالتزام بمواعيد duty وعدم التخلف عنه لاي سبب والوقوف في الاماكن المحددة.
- التأكد من عدم التلامس بين الطلاب وترك مسافات كافية بينهم.
- التعامل حسب اللوائح مع الطلاب الغير ملتزمين بقواعد التباعد.

INTERNET – TERMS AND CONDITIONS OF USE

Acceptable Use:- The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of computers must be in support of education and research and consistent with the educational objectives of the ElZahraa School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Privileges:- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of ZAS may request the system administrator to deny, revoke, or suspend specific user access.

Network Etiquette:- You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private.

El Zahraa School makes no warranties of any kind, whether expressed or implied, for the service it is providing. El Zahraa School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. El Zahraa School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security:- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the head of the IT department. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism:- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses and hardware components.

BYOD Acceptable Use Policy:

- The teacher must inform his class to bring their own devices through the school Management system before the session.
- The teachers take responsibility for distributing the mobile devices inside the session and collect them by the end of the session and deliver them to the social workers.
- Teachers are responsible for monitoring student mobile devices during the session and be sure that the purpose of BYOD is implemented in the right way.
- Students are responsible for their devices, including any breakages, costs of repair, or replacement.
- During school day students are allowed to use their device during learning activities only.
- Students will comply with teachers' requests regarding use of devices during school hours, and classes
- Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.
- Students are forbidden to use their devices to record, transmit or post photos or videos of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.

السياسات المتبعة من قبل السادة المعلمين لتطبيق استراتيجية احضار الطالب للمستلزمات الإلكترونية وتفعيلها بشكل آمن داخل الفصل:

- يجب علي المدرس إعلام الفصل قبل الحصة بوقت كافي باحضار مستلزماته الإلكترونية من خلال ارسال رسالة عبر School Management System
- المعلم مسؤول مسؤولية كاملة عن استلام الموبايلات من الأخصائي الإجتماعي المسؤول وتوزيعها علي الفصل ثم تسليمها إلي الأخصائي مرة اخري بانتهاء الحصة
- المعلم مسؤول مسؤولية كامله عن مراقبة استخدام الطالب للموبايل خلال الحصة واستخدامه علي النحو الأفضل والمطلوب
- التأكيد علي الطلاب أن اجهزتهم الخاصة مسؤولية خاصة بهم تماما في حالة وقوع اي خسائر او اضرار باجهزتهم
- التأكيد علي الطلاب ان تلك السياسة متبعة لتحقيق الأهداف التعليمية من الحصة فقط
- التأكيد علي الطلاب بوقت كافي بضرورة شحن تلك الأجهزة من المنزل مسبقا
- ممنوع منعا باتا استخدام الطلاب لتلك الأجهزة في التسجيل أو التقاط الصور او ارسال/استقبال صور او فيديوهات سواء بين الطلاب أو مع المدرس ويجب علي المدرس متابعة ذلك بحرص خلال الحصة.
- يجب علي المدرس الأول عقد إجتماع لشرح تلك السياسات وكتابتها في محضر الاجتماع الخاص بكل قسم وأمضاء جميع المعلمين علي تلك السياسات

Acceptable and Ethical Use of Technology Resources

The School provides technology resources to its students and staff for educational and administrative purposes. The principal encourages use of the school networks to promote educational excellence by facilitating academic achievement, resource sharing, innovation, and communication.

The administration is directed to develop regulations which insure proper use of school networks and the Internet by students, staff members, and members of the community.

Computer Usage

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mouse, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, smart boards, and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

1. Students may only access the network and/or Internet by using their assigned network account. Use of another person's account/password is not allowed. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and parent. ZAS reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which is part of an assignment in a school's course of study may be run, as required for that course of study's requirements, with teacher supervision.
4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
9. Only the student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the net nor participate in online "chat rooms." Students may not use any e-mail or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.

Students are not to enter the network's operating system.

12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CD'S to floppy disks.
 13. Students may not bring food or drink into computer lab.
 14. All copyright laws are to be enforced.
 15. Students are not to unplug or change any computer device or network connections.
 16. Students are not to change any display screen settings.
 17. Students are not to change any program icons on the desktop or Start Menu.
 18. Students are not to change any program's toolbars or settings.
 19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
 20. Students are not to remove, modify, damage or destroy any computer or networking equipment.
 21. Students are not to modify or remove any identifying labels on computer equipment.
 22. Students are not to modify or remove any printer settings.
 23. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
 24. Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.
- Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers.

TEACHERS' REGULATION

1. The following things are needed to be ready every week on Sunday:
 - a. The curriculum.
 - b. Lesson plan should be prepared one week in advance.
2. Each teacher has to prepare and hand exams before the exams dates by fortnight.
3. Correcting the exams as soon as possible (two days) maximum.
4. Handing the students' grade with the corrected exams as soon as possible (two days)maximum.
5. Present at the meeting which will be held every month.
6. All the teachers are requested to make their relation with student within limits.
7. As for (Arabic, National Studies) subjects, teachers should summarize the curriculums without deleting any important information.
8. Every teacher should give the students daily homework.

١٢. على السادة المعلمين إعداد ما يلي مقدماً أيام الأحاد كل أسبوعين أو أسبوع الأقل:
 - أ – توزيع المنهج،
 - ب – دفتر تحضير الدروس الذي يتعين إعداده قبل القيام بالشرح بأسبوع مقدماً.
١٣. على السادة المعلمين إعداد وتسليم أوراق الامتحانات قبل انعقاد لجان الامتحان بأسبوعين على الأقل،
١٤. تقدير الدرجات (تصحيح الامتحانات) يتم في خلال يومين على الأكثر من تاريخ انعقاد الامتحان،
١٥. تسليم النتائج للطلبة فور القيام بتقدير الدرجات (تصحيح أوراق الامتحان) في خلال يومين على الأكثر،
١٦. حضور الاجتماعات الشهرية،
١٧. التزام حدود اللياقة المتعارف عليها للعلاقة بين المعلم والطالب،
١٨. يتعين على مدرسي مادتي اللغة العربية والتربية القومية عمل ملخصات للمادة لا تغفل المعلومات الأساسية،
١٩. تكليف الطالب بأداء واجب منزلي.

ZAS Sanctions Bylaw

An employee contract is to be terminated after imposing a series of sanctions, starting gradually from drawing the attention through imposing contractions in case of multiple violations – within the limits of ten days – after which the administration claims the right to end the contract of the staff member.

Violations include the following:

1. Tardy without a reasonable excuse,
2. Leaving the school before the end of the day without permission,
3. Snoozing during the school day,
4. Inciting the contravention of work instructions,
5. Beating, resulting in physical harms, and
6. Any action violating public security or/and morality.

Violations & Penalties

Violation Category	Penalty Applied upon Frequency			
	Once	Twice	Third Time	Fourth Time
[I] Irregularities that related to the working hours: 1. Being late for the work up to fifteen minutes without permission or acceptable excuse. A- In case no other employees have been downtime because of this lateness.	Written warning	Quarter-day deduction	Half-day deduction	Full day deduction
B- In case there are other employees have been downtime because of this lateness.	Half-day deduction	Half-day deduction	Two-days deduction	Three-days deduction
2. Being late for the work more than fifteen minutes up to sixty minutes without permission or acceptable excuse. A- In case no other employees have been downtime because of this lateness	Half-day deduction	One-day deduction	Two-day deduction	Three-day deduction
B- In case there are other employees have been downtime because of this lateness	One-day deduction	Two-day deduction	Three-day deduction	Four-days deduction
3. Being late for the work more than sixty without permission or acceptable excuse whether other employees have been downtime because of this lateness or not.	<ul style="list-style-type: none"> - The employee will be prevented from entering the building and will be considered absent that day. - He/ she will get punish according to “Absent without permission” irregularity. 			
4. Absence from work without permission or acceptable excuse	Quarter-day deduction	Half-day deduction	Full day deduction	Two-days deduction
5. Not signing the attendance /leave records or their substitutes which show and include the time of attendance and leaving, without permission or acceptable excuse.	Half-day deduction	One-day deduction	Two-days deduction	Three-days deduction
6. Staying at work or returning back to work after the official hours without permission or acceptable excuse.	Half-day deduction	One-day deduction	Two-days deduction	Three-days deduction
7. Manipulating in the way of proving the attendance or leave or both of them.	One-day deduction	Two-days deduction	Three-days deduction	Four-days deduction
8. Leave the work before the scheduled time without permission or acceptable excuse. A- For the workers whose their work is not related to: production ,maintenance ,security ambulance or fire fighting	Half-day deduction	One-day deduction	Two-days deduction	Three-days deduction
B- For the workers whose work is related to: production, maintenance, security, ambulance, firefighting or any jobs that have the same level of importance.	Four-days deduction	Deduct the salary	deduct the salary by the amount of annual allowance	
[II] Irregularities that related to work system or the job performance. 9. Not carrying or showing the work badge.	Half-day deduction	One-day deduction	Two-days deduction	Three-days deduction

10. Not wearing the uniform of the work during the working hours.	One-day deduction	Two-days deduction	Three-days deduction	Five-days deduction
11. Refusing inspection while entering/out, to/from work facility.	Two-days deduction	Three-days deduction	Five-days deduction	Deprived from the half of annual allowance or a part of it
12. Violate the health regulations inside the working place.	One-day deduction	Two-day deduction	Three-days deduction	Five-days deduction
13. Refusing to undergo the medical examination.	Written warning	One-day deduction	Three-days deduction	Five-days deduction
14. Not notifying the changes in the marital status or home address during a week of this change.	Written warning	Half-day deduction	One-day deduction	Two-days deduction
15. Doing activities not related to the job's duties such as reading newspapers, magazines, or being in irrelevant place without permission.	One-day deduction	Two-days deduction	Four-days deduction	Deprived from the half of annual allowance
16. Receiving visitors outside the facility without permission.	Written warning	Half-day deduction	One-day deduction	Two-day deduction
17. Using the facility's telephones for personal use.	Half-day deduction	One-day deduction	Two-day deduction	Three-days deduction
18. Writing any data or stick any kind of memorandum on walls without previous permission from administration.	One-day deduction	Two-days deduction	Three-days deduction	
A- If it does not affect the facility or the public good negatively.				
B- If it does affect the facility or the public good negatively.	Four-days deduction	demotion his/her position to one level with changing in salary	Expel from work after the decision of employees court	
19. Remove or tear off any memorandum that related to work.	Two-days deduction	Three-days deduction	Four-days deduction	Five-days deduction
20. Entering leaflets or flyers and distribute them without previous permission.	One-day deduction	Two-days deduction	Three-days deduction	Five-days deduction
A- If these data do not affect the facility or the public good negatively.				
B- If these data do affect the facility or the public good negatively.	Four-days deduction	Lower the salary by the amount of annual allowance	demotion his position to one level with changing in salary	Expel from work after the decision of employees court

21. Doing any trade transaction or collect money or financial subsidies or collect signatures without previous permission	Two-days deduction	Three-days deduction	Five-days deduction	Expel from work after the decision of employees court
22. Arrange meeting or participate in meeting inside the work place without permission.	One-day deduction	Three-days deduction	Five-days deduction	Expel from work after the decision of employees court
23. Bring any Alcoholic drinks or any items that are not permitted.	Written warning	One-day deduction	Two-day deduction	Three-day deduction
24. Sleeping during the work. A- In the normal cases.	One-day deduction	Two-day deduction	Three-day deduction	Five-day deduction
B- In cases that were required awakens and awareness.	Three-day deduction	Deprived from the half of the annual allowance	Expel from work after the decision of employees court	
25. Smoking or set fire in the working place.	Written warning for expelling	Expel from work after the decision of employees court		
26. Carelessness in using “the material and working tools” or waste them	One-day deduction	Three-day deduction	Four-day deduction	Five- day deduction
27. Carelessness in bookkeeping, document or files that are using in work.	One-day deduction	Two-day deduction	Three-day deduction	Four-day deduction
28. Using “the material and working tools” or any devises that belong to the facility for personal use.	Four-day deduction	Five-day deduction	Decrease the salary by the amount of one allowance	Expel from work after the decision of employees court
29. Carelessness in keeping money or any property of the facility And the deposits of clients in a way that damage or lose them which would cause damages to the facility.	Five-day deduction	Decrease the salary by the amount of one allowance	demotion his/her position to one level with changing in salary	Expel from work after the decision of employees court
30. violate or disobey the orders and restrictions which are issued from the administration or the managers that related to organizing the work	One-day deduction	Two-day deduction	Three-day deduction	Four-days deduction
31. Instigation to disobey orders or restrictions that relate to the work.	Two-day deduction	Four-day deduction	Five-day deduction	Expel from work after the decision of employees Court

32. Violate or disobey the orders and restrictions that are related to safety. In case there is no loss in human being or money.	Three-day deduction	Five-day deduction	Delay the due date of allowance for three months	Expel from work after the decision of employees court
33. Tampering with mechanical devices or tools with good intention.	Written warning	Half-day deduction	One-day deduction	Two-days deduction
34. Carelessness in maintenance of the mechanical devices and tools or abuse them or use them despite their partial damage with neglecting to inform about them.	Five-day deduction	Delay the due date of allowance for three months	Expel from work after the decision of employees court	
35) tampering of destruction of facilities or any machines	Dismissal from work after sending the employer to the Labor Court			
36) negligence in the performance of job duties	Dismissal from work after sending the employer to the Labor Court			
37) working for others with or without taking money without permission	Two days	Four days	Five days	Deprivation of half of the annual bonus
38) disclose the secrets of work	Dismissal from work after sending the employer to the Labor Court			
39) it is not allowed for the employee to run a private business or have a personal interest related to his job or duties	Five days	Reducing the salary by the amount of annual allowance		
40) keeping any original documents or remove it from its file if it was not meant to hide a crime	Two days	Three days	Five days	Reducing the salary by the amount of allowance
41) keeping any of the sheets with the employer or taking copies	Two days	Three days	Five days	Reducing the salary by the amount of annual allowance
42) taking any of the papers outside the school without permission	Five days	Postponing the bonus for three months	Reducing the salary by the amount of annual allowance	Dismissal from work after sending the employer to the Labor court

43) violating any of rules of the use of the job transport	Two days	Three days	Four days	Five days
44) misusing of power of the authority	Warning	Postponing the upgrade	Reducing the salary by the amount of annual allowance	Reducing the position of the employer without reducing the salary
45) the failure of the direct supervisors to report irregularities which lies at work	Three days	Four days	Five days	Reducing the position of the employer
46) irregularities that are related to health and safety	Dismissal warning	Dismissal from work after sending the employer to the Labor Court		
47) lack of supply of money collected for the account established on time	Written dismissal warning	Dismissal from work after sending the employer to the Labor Court		
48) proving false incidents , irregularities , deleting any data from the organization records for a certain interest whether for him or others	Dismissal from work after sending the employer to the Labor Court			
49(doing any task out of the individual’s specialty	Three days	Four days	Five days	Postponing the bonus
Third, irregularities that are related to behaviors 50) behaving in a bad way concerning religion	One day	Two days	Three days	Five days
51) behaving inappropriately while being cured in the stuff hospitals	One day	Two days	Three days	Five days
52) receiving money or gifts for doing the duties	Dismissal from work after sending the employer to the Labor Court			
53(not showing up or refusing to sign individual’s words	Five days	Postponing the bonus for three months	Reducing the wage by bonus	Dismissal from work after sending the employer to the Labor Court
54) assault words or signals to colleagues or principles	Three days	Four days	Five days	Deprivation of half of the annual bonus

55) assault on superiors at work	Five days	Deprivation of the annual bonus	Reducing the wage by bonus	Deprivation of the annual bonus
56)doing improper actions which is not suitable with the employee's	Three days	Five days	Reducing the wage by bonus	Deprivation of the annual bonus
57) catching any of the employers drunk or affected by drugs or behaving in a bad way	Dismissal from work after sending the employer to the Labor Court			
58) pretending illness for a sick leavepurpose	Two days	Three days	Five days	Reducing the salary by the amount
59) urging illegal strike of work or sit in a work place	Dismissal from work after sending the employer to the Labor Court			

PS:

- In any case, punitive actions are not to be taken before conducting an official investigation during which the violator's defense is heard and documented.
- The Department of Education is to be notified immediately in case of the violation of public security or/and morality.

Grading Policy

ZAS is an academic institution that requires a standard of excellence for the entire student body. In order for our students to be better prepared to enter college, we have adopted the following grading policies:

Grade	Percent	Grade Point
A ⁺	97-100	4
A	94-96	
A-	90-93	
B ⁺	87-89	3
B	84-86	
B-	80-83	
C ⁺	77-79	2
C	74-76	
C-	70-73	
D ⁺	67-69	1
D	64-66	
D-	60-63	
F	Below 60	0

Total of Academic Grades:

The following chart explains how total grades are calculated.

Participation	15%
Quizzes	20%
Homework	15 %
Projects	30%
Quarter Exams	20%
Total	100%



Class: _____ **Place:** _____ **Quarter:** _____

Day: _____ **Date:** _____ **Week:** _____

Unit: _____ **Lesson Title:** _____ **Standards:** _____

Learning Objectives: _____

Learning procedures

Teaching Strategy: _____

Instructional Materials: () Book () Booklet () supplementary sheets () other _____

Technology: () smart board () online resources () Labs () BYOD

Instructional Sequence

Time	Teacher Tasks	Student Tasks
.....	Prior knowledge:
.....
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.....	Warm Up:
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.....	Learning Experience:
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Instructional Modifications for Diverse Learners:

- Advanced learners: _____

- Struggling learners: _____

Assessment

Class Work : _____

Home Assignment: _____

Rubric has been used ()

Objectives have been achieved ()

Notes: _____

Head teacher signature:

Date:

Week: -----

Quarter: -----

Date: from ----/--- to ---/---/--

N ·	Name	Sunday		Monday		Tuesda y		Wednesday		Thursday		Q
		P	H	P	H	P	H	P	H	P	H	
		15	15	15	15	15	15	15	15	15	15	
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P=Participation

Q= Quiz

H=Homework

Job Description

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Head Teacher	63
Teacher / Form Teacher	64
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Mentor	67
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General Supervisor	69
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Lab coordinator	71
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Title : Director

The Director plays a critical role in the leadership, development and support of school site principals. By effective and active engagement this position will provide direction and oversight, district leadership, and will fully contribute to the development and building of systems and supports that increase student achievement.

MANAGEMENT RESPONSIBILITIES shall include:

- ✓ Establish and promote high standards and expectations for all students and staff.
- ✓ Manage, evaluate and supervise effective and clear procedures for operation and functioning of the school consistent with the vision, mission, values and goals of the school.
- ✓ Ensure compliance with all laws, board policies and civil regulations.
- ✓ Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the vision, values, and mission of the school.
- ✓ Notify immediately the board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, and child neglect, severe medical or social conditions.
- ✓ Seek ideas for the improvement of the school.
- ✓ Establish and maintain an effective inventory system for all school supplies, materials and equipment.
- ✓ Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual and temperature.
- ✓ Communicate with the board regularly about the needs, successes and general operation of the school.
- ✓ Maintain positive, cooperative and mutually supportive relationships with staff and parents.
- ✓ Perform any duties that are within the scope of employment and certifications, as assigned by the board and not otherwise prohibited by law or in conflict with contract.

RECOMMENDED QUALIFICATIONS:

- ✓ The director 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.

**Yesterday, today, and forever.
Striving for excellence.**

Title : Principal

DISTINGUISHING CHARACTERISTICS OF POSITION:

The Principal is the key leadership position, having the responsibilities to ensure all students' successfully fulfill their potential at El Zahraa American School. The Principal shall be responsible for a variety of organizational, supervisory and administrative functions, and acquire skills of excellent communication, critical-thinking, rapid decision-making, problem-solving capabilities and strong interpersonal skills.

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.
- ✓ Ensure 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.
- ✓ Coordinate the total educational program; this 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.
- ✓ Review annually the instruction program leading to recommendations for change that will improve the instruction.
- ✓ Assume leadership role in developing, collecting, and analyzing student achievement data.

DISCIPLINE RESPONSIBILITIES shall include:

- ✓ Protecting the rights of the student to learn.
- ✓ Seeing that the students understand the rights and responsibilities and rules of discipline used within the school.
- ✓ Assuring that discipline is fair and reasonable, and that these rules are clearly understood by the parents, the staff, and the students.
- ✓ Providing staff with necessary support in case of serious and continuous breaches of discipline on the part of the individual student.
- ✓ Planning, organizing, and executing graduation ceremonies.

RECOMMENDED QUALIFICATIONS:

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

INSTRUCTIONAL LEADERSHIP RESPONSIBILITIES shall include:

- ✓ Receiving reports of instructional classroom problems with individual students who are not making satisfactory academic progress and implementing research- based programs to improve behavior.
- ✓ Visiting the classrooms routinely during the school year in order to evaluate teachers.
- ✓ Completing a written evaluation of all teachers and staff annually as determined by contracts.
- ✓ Using a variety of resources to lead in the development of a challenging curricular and instructional program.
- ✓ Encouraging independent and creative thinking among students and staff.
- ✓ Operating effectively in a multilingual, multicultural and economically diverse society.

**Yesterday, today, and forever.
Striving for excellence.**

Title : Vice Principal

Vice Principals are employed to assist the principal. Their role is to be part of the school administration team and oversee all daily activities, engage with other staff members, students, and parents as well as review plans, supervise staff and ensure that the school environment is safe.

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.
- ✓ Receive requests from teachers and staff for instructional and other supplies that may be needed.
- ✓ Ensure that transcripts of credits for students going to college or for other reasons are provided by the Registrar's office.
- ✓ 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.
- ✓ Coordinate the total educational program; this includes the master schedules of the staff and the students.
- ✓ Revising the teachers' class records and checking the marks of 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.
- ✓ Review annually the instruction program leading to recommendations for change that will improve the instruction.
- ✓ Assume leadership role in developing, collecting, and analyzing student achievement data.

DISCIPLINE RESPONSIBILITIES shall include:

- ✓ Protecting the rights of the student to learn.
- ✓ Seeing that the students understand the rights and responsibilities and rules of discipline used within the school.
- ✓ Assuring that discipline is fair and reasonable, and that these rules are clearly understood by the parents, the staff, and the students.
- ✓ Providing staff with necessary support in case of serious and continuous breaches of discipline on the part of the individual student.
- ✓ Planning, organizing, and executing graduation ceremonies.

RECOMMENDED QUALIFICATIONS:

- ✓ The vice principal must be able to communicate with others in an effective manner and to develop positive relationships with others.
- ✓ Possess knowledge and experience with school improvement teams and planning.
- ✓ Have proven ability to change school culture and environment.

INSTRUCTIONAL LEADERSHIP RESPONSIBILITIES shall include:

- ✓ Receiving reports of instructional classroom problems with individual students who are not making satisfactory academic progress and implementing research-based programs to improve behavior.
- ✓ Visiting the classrooms routinely during the school year in order to evaluate teachers.
- ✓ Completing a written evaluation of all teachers and staff annually as determined by contracts.
- ✓ Using a variety of resources to lead in the development of a challenging curricular and instructional program.
- ✓ Encouraging independent and creative thinking among students and staff.
- ✓ Operating effectively in a multilingual, multicultural and economically diverse society.

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Title : Administration Manager

Administration Manager makes a smooth transition of day-to day administrative functions to meet the needs of the school, and all stakeholders (staff, students, and parents).

Responsibilities and duties include:

- ✓ Filling for the school biography (School Profile)
- ✓ Receiving all the new applying students for American Division.
- ✓ Organizing every meeting held for the teachers or the parents.
- ✓ Delivering all the students' records to the parents.
- ✓ Cooperating with the parents for the raise of their student levels.
- ✓ Listening carefully for all the complaints from the students and assisting in their resolving.
- ✓ Revising the teachers' class records and checking the marks of the students.
- ✓ Recording the attendance and absence average and finding reasons for any repeated case of absence.
- ✓ Interviewing new applicants.
- ✓ Attending the entry exams for the new comers.
- ✓ Accepting applications for all the new teachers accordingly to the recruiting standards.
- ✓ Helping the entire new comer whether they're teachers or students to emerge within the school boundaries.
- ✓ Using different marketing tools to advertise and promote the school and the various activities.
- ✓ Being responsible for providing and monitoring student's weekly records.
- ✓ Being responsible for constructing staff, parents and students memos.
- ✓ Being responsible for receiving the students' books provided by book supplier and delivering them to the students.
- ✓ Being responsible for arranging the MAP test and informing the students with their results.

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Title : Deputy of Administration Manager

Responsibilities and duties include:

- ✓ Filling for the school biography (School Profile)
- ✓ Receiving all the new applying students for American Division.
- ✓ Attending and observing every meeting held for the teachers or the parents.
- ✓ Cooperating with the parents for the raise of their student levels.
- ✓ Listening carefully for all the complaints from the students and assisting in their resolving.
- ✓ Revising the teachers' class records and checking the marks of the students.
- ✓ Arranging the entry exams for the new comers.
- ✓ Accepting applications for all the new teachers accordingly to the recruiting standards.
- ✓ Helping the entire new comer whether they're teachers or students to emerge within the school boundaries.
- ✓ Using different marketing tools to advertise and promote the school and the various activities.
- ✓ Being responsible for revising staff, parents and students memos.
- ✓ Being responsible for observing the delivery of the students' books provided by book supplier and delivering them to the students.
- ✓ Being responsible for arranging the MAP test and informing the students with their results.

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Title:- Financial Manager

Financial managers analyze every day financial activities and provide advice and guidance to upper management on future financial plans. The finance managers play crucial role to the success of any organization.

Responsibilities and duties:

- ✓ Collecting, interpreting, and reviewing financial information
- ✓ Predicting future financial trends by investigating ways to improve profitability
- ✓ Participate in strategic data analysis, research, and modeling
- ✓ Developing strategies that work to minimize financial risk
- ✓ Reviewing, monitoring, and managing budgets
- ✓ Handling the salaries and over-times of the employees.
- ✓ Supervising employees' attendance and absence and inspecting their suspensions and warnings.
- ✓ Putting any mistaken employee under full investigation process.
- ✓ Managing over- times and rewards for super-achievers.
- ✓ Being responsible for financial issues regarding school fees collected from students.
- ✓ Sealing fees receipts from private educational sector for being granted its permission.
- ✓ Supplying all the division's needs in addition to keeping copies for all school records to be ready whenever required by any official representative.
- ✓ Setting checks and delivering them to private education sector and ministry of education as an official average out from the official fees collected by school.
- ✓ Ensuring that school fees and other fees are properly assessed.

Title: - Financial Employee

Finance staff plays a crucial role in helping managers meet their financial management responsibilities.

Responsibilities and duties:

- ✓ Handling the deductions and over-times of the employees.
- ✓ Supervising employees' attendance and absence and inspecting their suspensions and warnings.
- ✓ Managing over- times and rewards for super-achievers.
- ✓ Being responsible for financial issues regarding school fees collected from students.
- ✓ Supplying all the division's needs in addition to keeping copies for all school records to be ready whenever required by any official representative.
- ✓ Ensuring that school fees and other fees are properly assessed.
- ✓ Planning and supporting internal and external audits.

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Title : Student Affairs Manager

The role of the Student Affairs Manager is to ensure successful recruitment, enrollment and transition of students through the institution. Functions include managing admission, course registration, graduation processing, withdrawals and student orientations.

Responsibilities and duties:

- ✓ Revise all students' documents for all school stages, either new students or those transferred from the other schools.
- ✓ Accept the new comers according to the scholar age and make sure that all their documents are updated and placed in the respective file for reference.
- ✓ Deal with the different educational departments' responsible for students' affairs (private education – East administration – general manager) during the scholar year as well as summer vacation.
- ✓ Receive all transferring orders to and from other schools, following all procedures which should be taken, like: fulfill all acceptance orders, arranging entry exams documents, and stamp all required papers.
- ✓ Make sure that the school stamp is on all documents.
- ✓ Receive all new coming students from other school and observe all related procedures with the *Private Education Administration* and with the *Exams Administration* to arrange a placement test for them.
- ✓ Observe, handle and keep all students' files and data.
- ✓ Revise and maintain filing system and prepare material for archiving.
- ✓ Perform data entry and update for student files, make sure that problems if any are resolved.
- ✓ Participate and observe 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.

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Title:- Human Resources

Human Resources job is to handle a variety of personnel related administrative duties, by providing timely, accurate advice, education information and support to management and staff on a range of Human Resources Management related policies, procedures, processes and other activities. Human resources activities fall under the five core functions: staffing, development, compensation, safety and health, and employee and labor relations.

Responsibilities and duties:

- ✓ Utilizing various recruitment technologies to acquire applicants when needed
- ✓ Maintaining ethical hiring practices
- ✓ Conducting initial orientation to newly hired employees
- ✓ Facilitating the training of new employees.
- ✓ Compiling and updating employee records (hard and soft copies)
- ✓ Assisting in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- ✓ Maintaining human resource data bases to ensure correct recording of all staff and employment related information as required including updates on employees' publications and certificates.
- ✓ Preparing and supervising employees' contracts and copying each contract four copies for "employee – private education – insurance and school"; besides, and sending their records to private education sector.
- ✓ Handling any problems regarding employment capital or insurance during his career at school.
- ✓ Assisting with the administration and maintenance of the staff performance review process.
- ✓ Providing any advice on the interpretation of HR policies, procedures, guidelines and employee relations issues to staff and management.

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Title:- Guidance Counselor

Guidance counselor job is to help, guide and structure children's educational and vocational direction as they pass through an unstable and confusing time in their lives. A guidance counselor helps students, determines courses of study and possible vocations. Counselors try to understand what motivates each student and identify their skills and desires. During these adolescent years, students are evaluated in their strengths, skills and abilities. Guidance counselors use the results to provide context for existing records of academic performance, and a better overall understanding of students' needs.

Essential Functions:

- ✓ Provide direct and support service to individual students, small groups, and classrooms.
- ✓ Consult with students, parents and staff to assist students with academic/career planning.
- ✓ Meet individually with every grade student and develop a career plan at least once a week
- ✓ Assess the development of students and highlight the sense of accomplishment.
- ✓ Complete assessments, and counseling with students and families.
- ✓ Serve as a member of the family support team and other school based teams.
- ✓ Complete evaluations, analyze results and provide written reports as needed or as requested by Principal.
- ✓ Facilitate outreach efforts to provide services to students, parents/guardians and staff.
- ✓ Connect students, parents/guardians and staff with specialized referral agencies.
- ✓ Understand, evaluate, and interpret academic performance data.
- ✓ Identify behavioral problems and act appropriately to remedy the situation.
- ✓ Pay attention to societal and cultural differences in all student matters.
- ✓ Interpret information about students to the student, their parents/guardians, and staff.
- ✓ Assist students with scholarships, college entrance, and financial aid applications.
- ✓ Do other duties as assigned

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Title : Administrator

School administrators are responsible for overseeing the administrative tasks and ensure a safe and productive learning environment for the students and faculty. Administrator responsibilities fall under variety of tasks from schedules, disciplinary actions, evaluations, public relations, and budget.

Responsibilities and duties:

- ✓ Document letters, reports, forms, and other material or any of correspondence from a rough draft, corrected copy or voice recording by using word processor or any appropriate software legal paper.
- ✓ Design and prepare any official applications, logo as assigned.
- ✓ Create any official form letters which are directed to students, parents or employees.
- ✓ Attend conducted meetings, summarize them and document.
- ✓ File and analyze any official data or correspondence.
- ✓ Type all exams, syllabus plans, memos and any related data.
- ✓ Print all students' assignments.
- ✓ Receive all copied lesson plans, weekly class records and file them in respective place for further reference.
- ✓ Receive and send official e-mails.
- ✓ Follow on students' admission process.
- ✓ Call parents and send messages.
- ✓ Record the students' absence.
- ✓ Enlist all students' information.
- ✓ Fulfill any other assigned duties

Title : SAT, ACT & EST Administrator

Responsibilities and duties:

- ✓ Document letters, reports, forms, and other material or any of correspondence from a rough draft, corrected copy or voice recording by using word processor or any appropriate software legal paper.
- ✓ Register SAT, ACT and EST exams online for the students.
- ✓ Follow up the students' emails, College Board accounts and scores.
- ✓ Receive the students' scores from the Amideast.
- ✓ Design and prepare any official applications, logo as assigned.
- ✓ Create any official forms letters which are directed to students, parents or educational organizations.
- ✓ File and analyze any official data or correspondence.
- ✓ Print all students' admission tickets and scores.
- ✓ Receive and send official e-mails.
- ✓ Fulfill any other assigned duties

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Title : Student affairs Employee

Responsibilities and duties:

- ✓ Revise all students' documents for all school stages, either new students or those transferred from the other schools.
- ✓ Accept the new comers according to the scholar age and make sure that all their documents are updated and placed in the respective file for reference.
- ✓ Deal with the different educational departments' responsible for students' affairs (private education – East administration – general manager) during the scholar year as well as summer vacation.
- ✓ Receive all transferring orders to and from other schools, following all procedures which should be taken, like: fulfill all acceptance orders, arranging entry exams documents, and stamp all required papers.
- ✓ Make sure that the school stamp is on all documents.
- ✓ Receive all new coming students from other school and observe all related procedures with the *Private Education Administration* and with the *Exams Administration* to arrange a placement test for them.
- ✓ Coordinate and distribute application forms and provide information on procedures and deadlines. Verify that student files are complete and, as required, and ensure necessary cooperation link with admissions process.
- ✓ Handle and keep all students' files and data.
- ✓ Maintain filing system and prepare material for archiving.
- ✓ Perform data entry and update for student files, make sure that problems if any are resolved.
- ✓ Prepare official registers for all school grades followed up by more than one copy for all students' data to be sent for the official institution.

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Title : Curriculum Coordinator

The Curriculum Coordinator ensures the school has the resources and support they need to promote students' abilities to think and create in personally meaningful ways through an inquiry based, integrated curriculum in a nurturing environment. The Curriculum Coordinator oversees school-wide testing by being a collaborator and guide for classroom teachers to enhance productive and creative learning.

The Curriculum Coordinator will

- ✓ Actively participate in the school Administrative Team and follow through on assignments.
- ✓ Serve as back up for any discipline situations that a teacher cannot immediately handle.
- ✓ Attend school meetings.
- ✓ Serve on appropriate Board Committee(s) as designated through Administrative Team.
- ✓ Attend school wide events whenever possible.
- ✓ Perform all other duties and responsibilities assigned by the principal and delineated by the Administrative Team.
- ✓ Ensure all instructional decisions are in line with the recent Standard Course of Study, school's vision inquiry-based, integrated curriculum.
- ✓ Research instructional strategies and resources for ongoing professional development, teacher growth, and effective classroom management
- ✓ Visit classrooms frequently for collaborative approach to instructional support; be familiar with each teacher's curriculum plan or current unit of study
- ✓ Respond to requests for student observations
- ✓ Ensure that all curricula comply with "no child left behind acts, gifted and talented students by implementing specific programs and courses.
- ✓ Examine classroom data reports and collaborate with teachers to create action plans and strategies for student growth.
- ✓ Improve student academic performance by facilitating school-wide and individual long range plans for instructional services based on the Standard Course of Study, inquiry based instruction and/or appropriate instruction based on students' needs
- ✓ Facilitate the development, implementation and updating of consistent methods for and documentation of assessment of student academic progress for both lower grades and middle grades
- ✓ Serve on the school Technology Committee and play an integral role in developing the school Technology Plan, providing Technology Staff Development, etc.
- ✓ Serve on the Curriculum Policy board committee.
- ✓ Serve as Administrative Team member on Life Long Learning Committee.
- ✓ Coordinate onsite professional development activities.
- ✓ Serve on professional courses for new comers.

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Title : School Improvement Team

The job of the school improvement team is to lead the development of a school improvement plan that addresses student achievement needs, to monitor the implementation of the plan, and to revise it when appropriate.

Responsibilities and duties:

- ✓ Develop, lead and coordinate the school improvement process.
- ✓ Engage the entire staff in analyzing the data and make good data-driven decisions to improve student achievement.
- ✓ Drive and take responsibility for school improvement by engaging, motivating and influencing staff to create corporate responsibility for all students and to monitor the process of improvement and its impact on the learning, achievement and well-being of students.
- ✓ Hold regular meetings focused on the core work of improving instruction and ensure that tasks are assigned and completed and that progress is made toward stated objectives.
- ✓ Strike the right balance between telling teachers what to do and respecting teachers' intelligence, professionalism, and ability to create their own solutions for improving student performance.
- ✓ Give the teachers enough guidance to make changes in their classrooms and provide them with opportunities to create their own demand for learning.
- ✓ Ensure the work of various committees and meetings are effective and aligned to the work of school improvement.
- ✓ Implement the school's Strategic Plan through the Annual Implementation Plan.
- ✓ Assists the Board with recommending and researching potential new members.
- ✓ Create systems to support all Development projects and operations.
- ✓ Coordinate development research activities.

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Title: Professional Development Coordinators

Responsibilities and duties:

- ✓ Work collaboratively with all stakeholders to provide professional learning opportunities for members.
- ✓ Analyze education and training needs of membership; identify workshops, webinars, conferences and other offerings that meet membership needs.
- ✓ Monitor the effectiveness of program offerings and make recommendations and modifications as applicable
- ✓ Direct and coordinate the development of system-wide professional development plan and process through the use of collaborative problem solving and data-driven decision making; establish procedures to periodically evaluate professional development activities and make modifications as appropriate.
- ✓ Direct and coordinate professional development training activities and manage the process for budgeting and identifying resources to meet all professional development and school supports training and activities needs.
- ✓ Coordinate recruitment and retention efforts to ensure highly qualified candidates are available to serve in the capacity of instructors and speakers.
- ✓ Facilitate capacity building and successful goal attainment through coaching, professional learning network, problem solving and strategic planning.
- ✓ Provide online learning experiences for professional development programs.
- ✓ Maintain documents, files and records providing accurate and up-to-date reference.

Title : Control Unit Members

Responsibilities and duties:

- ✓ Order and maintain appropriate number and type of testing supplies.
- ✓ Maintain accurate records of students' testing accommodations.
- ✓ Create scheduling and room placement of students.
- ✓ Coordinate administrators for each test and class.
- ✓ Recruit and ensure proctors for each test and class.
- ✓ Make special accommodations for the pullout students (testing space, proctors, and administrators).
- ✓ Maintain steady flow of information of upcoming tests amongst staff, faculty, parents and students.
- ✓ Count and sort test materials for accuracy as soon as they arrive from the Ministry of Education.
- ✓ Count and sort test materials for classrooms.
- ✓ Collect and sort completed testing materials and check for accurate count.
- ✓ Coordinate answer sheet student data verification process.
- ✓ Make sure to pack and return all appropriate testing materials in allotted time frame.
- ✓ Stay current with testing information presented on ZAS website, document information and share information conveyed on the school website.
- ✓ Complete student's reports relative to testing and others as assigned.
- ✓ Analyze results of test data; communicate results to staff, students, parents and School Board.
- ✓ Create yearly test score binder.
- ✓ Follow with the schedule coordinator to specify a certain time for the exams and make sure that they match with the exams sent by the private educational sector. Accept the students' excuses from getting examined.
- ✓ Verify graduation certificates in respect of scores and averages.
- ✓ Handle and keep all students' files and data.
- ✓ Obtain and compile grades. Completes and verifies lists of examination results. Selects and adapts the calculation formula according to the grading system given by the professor.
- ✓ Coordinate submission of grades and requests for grade revisions as well as deferred exams. Verifies and corrects transcripts. Identifies and verifies files of graduating students.
- ✓ Prepare for and attend evaluation meetings and follows up as required.

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Title: Librarian

The role of the Librarian is to maintain a dynamic and functional day-to-day school's library, provide instruction, assistance and leadership in identification, location and use of instructional resources for students and teachers.

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.

Job responsibilities:

- ✓ 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.
- ✓ Fulfill any other assigned duties

Skills Requirements:

- ✓ aptitude for working with computers by having good information technology skills, particularly in using the databases and the internet
- ✓ good organizational skills
- ✓ ability to communicate effectively (verbal and written)
- ✓ possess excellent research skills
- ✓ possess good customer service skills
- ✓ Demonstrate behavior that is professional, ethical, and responsible.

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Title: Head teacher

Primary function: As the most senior teacher at school, head teacher is to lead, motivate and manage staff by delegating responsibility, setting expectations, targets and evaluating staff performance.

Responsibilities and duties:

- ✓ Communicate positively, both internally and externally, the mission of the school.
- ✓ Act as a liaison between the administrative staff and members of their team.
- ✓ Communicate on a regular basis through the coordination of weekly planning meetings for respective team members.
- ✓ Serve as a mentor to new teachers within their team, and introduce them to available materials and resources, their location, and how they can be used.
- ✓ Model effective teaching practices and appropriate work ethics.
- ✓ Assist the administration in helping set up staff development programs that will allow teachers to improve their teaching skills.
- ✓ Coordinate the request orders from central office and other resources.
- ✓ Coordinate the use of and request for textbooks, equipment, materials and supplies.
- ✓ Work with the administrative staff in the evaluation and selection of instructional material.
- ✓ Assist team members in permanent record keeping procedures.
- ✓ Fulfill any other assigned duties

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:

- ✓ Plan 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 and to be taken into consideration that the private lessons are forbidden.
- ✓ Guide 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.
- ✓ Employ instructional methods and materials that are most appropriate for meeting stated objectives.
- ✓ Assess the accomplishments of students on a regular basis and provide 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.
- ✓ Assist the administration in implementing all policies and/or rules governing students' life and conduct.
- ✓ Develop for the classroom reasonable rules of classroom behavior and procedures; maintain order in the classroom in a fair and just manner.
- ✓ Strive to maintain and improve professional competence.
- ✓ Attend staff meetings and serve on staff committees as required.
- ✓ Establish and maintain cooperative relation with others.
- ✓ Inform the administration of the weak students and the ways to improve their performance.
- ✓ If the teacher is assigned to be a **form teacher** he has to follow the following tasks:
 - Before starting the new academic year each form teacher has to equip his class with all the required educational aids and make their classes more joyful to receive students with an optimistic outlook.
 - Be sure that each class has the following:
 - ✓ The school Vision and Mission statements
 - ✓ The class timetable – School calendar
 - ✓ Evacuation plan
 - ✓ The quizzes timetable
 - ✓ The students' list with buses and the teams
 - ✓ The school rules
 - ✓ The form teachers' name (inside / outside the class)
 - ✓ Students of the quarter rubric and they have to follow up the announcement of the winner student.

- He / She must introduce himself to his class and explain the school vision and mission.
 - He / She must have his/her own portfolio which contains the following items;
[Students' list of names – Schedule – activities inside the class]
 - He / She must encourage his students to decorate the class and keep it always clean and tidy.
 - He / She must distribute the students' surveys to the class teachers and follow them to be delivered to the form teacher coordinator.
 - He / She has to make an academic project chart inside the class.
 - He / She recommends a student of every quarter to be the student of the quarter.
 - He / She must make at least one class visit per quarter and write a follow up report.
 - He / She reports any problem that faces the students.
 - He / She is responsible for Giving the quizzes to the student who missed them due to their departure on an educational trip during the school day after returning from the trip
- ✓ Perform 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.

Responsibilities and duties:

- ✓ 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 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 to 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, 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.

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Title: Mentor

The success of a mentoring program depends on the well-defined role of the mentor.

Responsibilities and duties:

- ✓ Focus on classroom activities, including instructional techniques, curriculum and classroom management.
- ✓ Provide emotional support.
- ✓ Socialize teachers into the school community.
- ✓ Avoid being evaluative.
- ✓ Provide confidential support.
- ✓ Educate the new teacher about special programs in the school or district.

Conflicts

From time to time there may arise a conflict, personal or professional, between a mentor and a novice teacher. Either party may contact the HODs for consultation and possible reassignment if happens.

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PLC (Professional Learning Community) Team members

Responsibilities and duties:

1. School leaders

- ✓ Creating right environment for PLC by providing necessary resources
- ✓ Follow up the progress of the PLC team suggested plans & the quality of performance.
- ✓ Approval of effective plans & circulating them in the continuous improvement plan

2. Team leader /supporter/ facilitator

- ✓ Monitor agenda times & topics
- ✓ Keep the group focused on goals & record minutes
- ✓ Review minutes from previous meeting
- ✓ Keep meetings in data folder that contains team information & resources

3. Administrator & social worker

- ✓ Provide the team members with ongoing reports about students/class cases
- ✓ Follow up the progress in students/class cases due to using team suggested strategy.
- ✓ Make the connection between students, PLC team & parents
- ✓ Analyze data from reports & give feedback to the PLC team.

4. School staff developers

- ✓ Suggest new strategies to deal with problems
- ✓ Follow up how efficient the strategy is
- ✓ Give reports & feedback to the team

5. Data team

- ✓ Analyze students' data performance
- ✓ Submit frequent reports about students to the PLC team
- ✓ Suggest new strategies according to analysis of the data

6. Form teachers

- ✓ Follow student /class cases
- ✓ Submit reports about students'/classes progress
- ✓ Suggest new strategies and solutions

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✓ ***Title: General supervisor***

Purpose:

General Supervisor in-charge of the classrooms preparation standard including hallways of each floor, ensure that all Room Attendants work align with the school 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

- ✓ Support administrative and management tasks.
- ✓ Maintain school standard.
- ✓ Maintain classroom set up standard.
- ✓ Supervise all students' attendance and behaviors.
- ✓ Report any damage or problems with the students and classrooms equipment and routing the work order to the administration department.
- ✓ Handle problems such as lost & found or anything what belongs to any student.
- ✓ Report any news or information to the administration department which needs to be reported to the students or the staff.
- ✓ Report any illness problems and call the school nurse immediately.
- ✓ Issuing and giving any permission to the students after reporting the school principal.

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Title: Legal Affairs

Purpose: Legal Affairs is to monitor school legal affairs, ensuring that they remain in compliance with all laws and regulations in educational environment.

Responsibilities and duties:

- ✓ Understand and critically evaluate complex affiliate agreements and other documents and effectively distill information for clients.
- ✓ Assist in the on-going organization of and status reports relating to affiliate agreement
- ✓ Access and manage all claims/litigation brought against the School.
- ✓ Monitor and resolve disputes which may lead to litigation.
- ✓ Develop policies and procedures to ensure legal compliance.
- ✓ Coordinate legal matters with other schools, including employment, labor, IP, litigation, etc.
- ✓ Retrieving court filings and providing access to court rules
- ✓ Ensure appropriate processes of conflicts and risk are followed by the management
- ✓ Question and take action against the employees who break the school rules.

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Title:- Lab Coordinator

Purpose: Lab Coordinator is to ensure to provide standard of effectiveness and safety for students and staff during the daily school activities.

Responsibilities and duties:

- ✓ Maintain, clean, or sterilize laboratory instruments or equipment.
- ✓ Provide and maintain a safe work environment
- ✓ Monitor product quality to ensure compliance with standards and specifications.
- ✓ Prepare chemical solutions for products or processes, following standardized formulas, or create experimental formulas.
- ✓ Set up and conduct chemical experiments, tests, and analyses, using techniques such as chromatography, spectroscopy, physical or chemical separation techniques, or microscopy.
- ✓ Provide technical support or assistance to Chemistry, Physics and Biology teachers.
- ✓ Compile and interpret results of tests and analysis.
- ✓ Develop or conduct programs of sampling and analysis to maintain quality standards of raw materials, chemical intermediates, or products.
- ✓ Write technical reports or prepare graphs or charts to document experimental results.
- ✓ Direct or monitor other workers producing chemical products.
- ✓ Operate experimental pilot plants, assisting with experimental design.
- ✓ Perform any other duties as assigned.

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Title: Social Worker

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:

- ✓ Supervising 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.
- ✓ Working with parents concerning home situations that relate to school attitudes and performance.
- ✓ Assessing and evaluating behavior problems resulting in school violations and helping in different assessments regarding causal relationships.
- ✓ Evaluating students to determine their need for school social work or other services.
- ✓ Conducting the social development study for students referred for special education services.
- ✓ Administering standardized behavior scales.
- ✓ Administering follow-up procedures to confirm hypotheses.
- ✓ Observing students in different settings and utilizes a variety of measures, both formal and informal to assess functioning.
- ✓ Serving as a resource to parents about the needs of students and consults with parents as needed.
- ✓ Listening carefully for all the complaints from the students and sharing in solving them.

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Title: Maintenance Staff

Responsibilities and duties:

- ✓ Performs routine and extensive maintenance and repair procedures on the buildings.
- ✓ Performs minor and major repair of all buildings and equipment. (Major repairs are performed under the supervision of licensed maintenance workers.)
- ✓ Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis.
- ✓ Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- ✓ Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- ✓ Installs electrical wiring and equipment; new electrical services, replaces and repairs wiring as needed.
- ✓ Repairs electrical equipment and control circuits; replaces faulty electrical switches.
- ✓ May repair electrical locks and control panels to maintain building security.
- ✓ May install computer cable.
- ✓ Responds to emergency maintenance requests as required.
- ✓ Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- ✓ May obtain estimates for supplies, repair parts; orders parts as needed.

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Title: Floor supervisor

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.

Job Responsibilities

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

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Title: Driver

Job responsibilities:

The school bus driver shall meet the requirements for school bus drivers. The driver will be expected to maintain a consistency in timing for all routes to which the driver is assigned. This means that students should be picked up at the same time and place every day.

Job responsibilities:

- ✓ Allowing only authorized riders on the bus
- ✓ Following their regular route do not digress from it, unless there is road construction or other unusual conditions.
- ✓ Collecting and dropping off students only on the agreed points unless the permission from the parent is provided and agreed by the School Principal.
- ✓ Assigning students to seat on the bus if needed, to maintain discipline
- ✓ Providing safety and welfare to the bus riders at all times
- ✓ Working out the communication with the parent/guardian who will be delivering/receiving the student
- ✓ Administering first aid and seek emergency medical help if needed
- ✓ Reporting all injuries to the school principal or assistant principal
- ✓ Correcting the problem in case of vehicle breakdown when aide is available on the bus, if not then driver will stay on the bus to supervise students, make them comfortable and safe until help arrives
- ✓ Reporting immediately to the Principal's office in case of accident
- ✓ Appearing neat, clean and presentable at all times
- ✓ Not smoking on the bus or near it or on school property
- ✓ Do not strike a student; however, the driver may restrain a student to protect the student from harming self or others.

Title: Driver's aide

Job responsibilities:

The aide will assist the bus driver in maintaining a disciplined environment on the school bus.

- ✓ Directing all students to be seated, enforcing all bus riding rules, and helping to maintain an acceptable noise level.
- ✓ Having information in the vehicle on all students assigned to the bus
- ✓ Allowing student to exit the bus only on designated drop off point, unless they have permission dated and signed from the parent/guardian agreed by the School Principal
- ✓ Assisting the driver to report, all incidents to the principal/ assistant principal when students are not obeying bus safety rules.
- ✓ Assigning bus seats if needed in order to maintain discipline.
- ✓ Do not strike a student; however, the driver may restrain a student to protect the student from harming self or others.

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.
- ✓ Oversees senior security (students) for the purpose of providing direction and evaluating them in the performance of their functions.
- ✓ 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.

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Title: NANNY

General Purpose

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 include housework duties.

Main Job Tasks and Responsibilities

- Supervising baths for students and teachers
- Cleaning and washing up after student's breaks
- Cleaning classrooms.

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Closing statement:

El Zahraa American School places great recognition and value in their employees, and realize that the cornerstone of success lies "in the people", that build the diverse team in each department.

It is with the greatest of intentions that we have a continuous path of improvements and support for all of our employees. ZAS is committed not only to creating policies, systems, and procedures, but aims to build a professional environment that inspires and rewards the staff. We look forward to the future with a new vision; one that each member will be an intricate of.

ZAS extends sincere and best wishes to all staff members for new and continued success.

Signatures of understanding and commitment

My signature verifies that I have read and understood the Staff Handbook and its contents.

I agree to support and follow the policies and procedures and meet performance and behavior standards. I have read and received a copy of my Job Description and fully understand the efforts and requirements of my position

Name: Date:
Job Title: Department:

Person that explained /reviewed handbook with the staff
Member: Date:

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