

Table of Contents

Topic	Page #
Introduction	1
Purpose	2
Mission, Vision and Core Values	3
Teacher Code	4
Teacher Responsibilities	5
Policies, Procedures and Routine For Teacher	8
Planning	9
Weekly Bulletin	12
Grading, Graduation Requirements	13
Communications , Parent / Teacher Conferences	14
Equity of learning Opportunities & support innovation	15
Confidentiality, Field Trips	16
Policy of Absenteeism	18
Appearance	20
Staff Recruiting	21
Procurement Policy	23
Code of Conduct	24
Employees' Personal property	25
Staff Participation in community Activities	25
Complaints Procedure, Open Door Policy	26
Internet—Terms and Conditions of Use	27
Teacher's regulation	29
Violations & Penalties	30
Daily lesson plan form	39
Weekly class record form	40
Job description file	41
Closing Statement	69

Introduction

Welcome to our 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 life long learning, thus creating opportunities for all to succeed.

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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

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Mission statement:

ZAS is 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.

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.

Core Values:

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

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Teacher Code

To provide students with quality educational opportunities which reflect both excellence and equity, every teacher in the El-Zahraa American School should:

- 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 بما يعكس روح التميز والمساواة ، وعلى هذا، ينبغي للمعلم أن يضطلع بما يلي:

- إظهار إيمانه بقدرة الطالب على التعلم،
- التكليف بواجبات تراعي خصائص المتعلم واحتياجاته،
- تعريف الطالب بمسئوليته 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

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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 yearly, 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.

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.

Faculty 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.

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 Staff Development 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.

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مسئوليات المعلم:

يقوم المعلم بتحضير الدروس وشرحها بأسلوب يستوعبه كل الطلبة، وتشمل الدروس كافة الخبرات التعليمية داخل الفصول وخارجها..

ويقع ضمن مسؤوليات 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 وأسبوعي ويومي للدروس بما يتفق ومعايير المناهج المعتمدة من قبل المدرسة،
- إعداد الواجبات والتكليفات والتجارب العملية 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 وتدابير موضوعية،
- انتهاج مبدأي العدالة والثبات عند تنفيذ إجراءات الضبط،
- التأكد من نظافة وترتيب الفصول بما فيها من مكاتب وأثاث وموجودات قبل مغادرة الطلاب الفصل.

آخر حصة:

على السادة مدرسي الحصص الأخيرة التأكد من نظافة وترتيب الفصول، وعلى الطلبة ترتيب مقاعدهم ووضع كتبهم وأوراقهم وأدواتهم في الأماكن المخصصة لذلك والحفاظ على نظافة أرواح 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.

Policies, procedures and Routines for Teachers

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

Reporting 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.

Report Card Changes:

Teachers must personally ask for a change of grade form from the Principal's office. Grade changes must be made within 2 weeks following the end of the marking period in question.

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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 Principal 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.

- **Job performance and Behavior Ideals for teachers**

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

P-Performance for teachers:

1. Classroom evaluation
2. Being prepared; starting and ending class on time.
3. Materials given to students.
4. Classroom and student management.
5. Homework given and marked-checking assignments.
6. Progressive improvement scores of students.
7. Exam scores of students.
8. Parent and student feedback
9. Evaluation and feedback from department head or administration.
10. Completing daily, weekly and yearly goal sheets that define your classroom plans.
11. Communication with parents.
12. Teaching strategies and using variety to keep learning fresh.

B-Behavior:

1. Attendance.
2. Tardiness
3. Communication style and relationship with students, colleagues and administration.

4. 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.
5. Willingness to participate in elective activities or projects for the school.
6. 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:

P-Performance for teachers:

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

B-Behavior:

1. Attendance.
2. Tardiness
3. Communication style and relationship with students, colleagues and administration.
4. 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.
5. Willingness to participate in elective activities or projects for the school.
6. Following policies and procedures as outlined by the school.

Evaluation will be given two times a year, within each of the two terms.

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السياسات المتبعة ونظام العمل:

<u>اليوم الدراسي:</u>	يبدأ في تمام ٠٧:٣٠ ص وينتهي في تمام ٠٢:٣٠ م.
<u>التواجد بالفصول:</u>	يبدأ في تمام ٠٧:٤٥ ص.
<u>أهداف التدريس:</u>	على المعلم كتابة أهداف الدرس والواجبات المنزلية على السبورة؛ وذلك لكل حصة.
<u>المقرر الدراسي:</u>	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 كتابةً 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 وأداؤه للواجبات المنزلية (المشار إليها في تحضير الدروس)، ويتعين تواجد سجل الدرجات مع المعلم في كل حصة..

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.

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Grading

Monthly reports and grade calculation for monthly exams, mid year and finals are the responsibility of the teaching staff. See the administration to make sure that you possess the correct information to complete these, grades and exams.

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

Graduation Requirements

English	4.0 credits
Math	4.0 credits
Science	4.0 credits
Social Sciences	4.0 credits
World Languages	2.0 credits
Physical Education	1.5 credits
Computer	2.0 credits
Electives	4.0 credits
Total	25.5 credits

Communications

All written communication being sent home to parents must be authorized by administration.

Teachers (not assistants) are responsible for addressing parents both in person and on the telephone in a professional manner. It is against school policy to discuss issues such as;; school policy, decisions, other students other than their own, school personnel, general happenings within the school, etc.

Parent / Teachers Conferences

ZAS believes that Parent/Teacher Conferences are meant to enhance the partnership between school and home. We believe that Parent/Teacher Conferences are indispensable for a student's academic, social and physical well-being. Parent/Teacher Conferences are not intended for revising grades, once grades are recorded on the report card, they are non-negotiable. However, Parent/Teacher Conferences are intended for teachers and parents to discuss the progress and concerns of the student. Parent-teacher conferences are held on the first Thursday of every month and by the end of every quarter.

- October 3rd , 2019
- November 7th , 2019
- December 5th , 2019
- March 5th , 2020
- April 2nd , 2020

Parents have to determine an appointment with the administration every Monday from 8:30 am to 9:30 am. except during the quarter exams.

Written Communication to parents

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

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% for staff children and Excellent students, 25 % for students with special circumstances. (for example the revolution)

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.

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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.

Field trips

All field trips must be approved by administration and teachers 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 teachers and submitted to the administration one month prior to field trip.
- **Parental Consent** - a written parental consent form that must be received from every student and without this signing form, **Field Trip Permission Form**, 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.
- Sponsoring teacher distributes to student for parent/chaperone signature.
- Sponsoring teacher collects form and monies and pass administration.
- Administration arranges transportation for trip.

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الرحلات الميدانية:

- يتعين الحصول على تصريح من الإدارة قبل الإعلان عن القيام برحلات ميدانية، حيث ينبغي اتخاذ الخطوات التالية:
 - استمارة طلب القيام برحلة: يجب أولاً ملئ الاستمارة المخصصة لذلك وتقديمها للإدارة قبل ميعاد الرحلة بشهر واحد على الأقل.
 - 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.
 - المعلم المشرف: على المعلم المشرف على الرحلة إعداد مذكرة بتفاصيل الرحلة تشمل خط السير والتكلفة، ... إلخ وتقديمها للإدارة.
 - استمارة الرحلة: على المعلم المشرف الاشتراك مع الإدارة في مناقشة تفاصيل الرحلة ثم يقوم بطباعة استمارة الرحلة ويراعى التقويم السنوي للمدرسة.
 - إخطارات الموافقة: يقوم المعلم المشرف بتوزيع إخطارات الرحلة على الطلبة لتوقيعها من أولياء الأمور سواء بالموافقة أو عدم الموافقة.
 - مصرفات الرحلة: يقوم المعلم المشرف بجمع الموافقات ومصرفات الرحلة وتسليمها للإدارة.
 - الانتقال: تقوم الإدارة بتدبير وسائل الانتقال الخاصة بالرحلة.

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 2:30 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 need

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 أعذار 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 لأحتياجات 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 محددًا 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

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Staff Recruiting:

- ZAS is an equal opportunity employer providing opportunities for employment without regard to race, color, creed, religion, age, gender, disability, national origin or ancestry.
- Vacancies are publicized in the papers and on the internet. Application forms are received and sorted out according to the department. Candidates are phoned for an interview and a written test to be selected from among.
- 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. **So in order to attract the teachers, the school offers:**
 - 1. bonuses twice a year (January and July)**
 - 2. 25% raise in salary according to evaluation rubrics**
 - 3. Reduction 50% for native speakers' children**
 - 4. Bonus for qualified teachers in the middle of the month**
 - 5. Insurance, accommodation and conferences for free.**

- The Administration Department hands out to the candidate a printed job description.
- The Fiscal Management offers at least the yearly salary increments issued by the Labor Code # 137 / 1981. Additionally, it offers the whole bonuses issued by the Ministry of Education.
- 2 weeks orientation workshops are offered to new teachers.
- The school offers higher salaries according to additional qualifications and years of experience in person.
- The school offers additional bonuses beside the salary increments and merits for outstanding, additional efforts.
- The school pays the employees share of insurance so as not to be deducted from the salary according to their segments
- Unlike other schools, we secure the entire salary (insurance not deducted) for lady instructors in case of delivery.
- The school offers special reduction 30% for staff children.
- Unlike other schools, we provide full treatment for the teachers in case of maladies when necessary.
- 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
- 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.

Procurement Policy

(Purchasing Procedures)

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

1. Teacher refers to the head teacher to review their needs,
2. Head teacher forwards a petition to the Principal in the head-teachers meeting,
3. The principal reviews the supply requests in the governing council's meeting for approval,
4. The financial manager gathers all supply requests – after having them approved – and studies quotations and sets the budget, and then
5. Completing the purchase. Inventory/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)،،
- يرجع معلم المادة إلى المعلم الأول لدراسة الاحتياجات المقترحة،
- يقوم المعلم الأول بتقديم طلب إلى المديرية وذلك أثناء انعقاد الاجتماع الذي يضم المعلمين الأول بالمديرية،
- تقوم المديرية بدراسة طلبات الشراء في اجتماع مجلس الإدارة للحصول على الموافقة،
- يقوم المدير المالي بتجميع طلبات الشراء التي حصلت على موافقة مجلس الإدارة ودراسة عروض الأسعار ثم تدبير الموارد اللازمة،
- إتمام عمليات الشراء وإرسال الفواتير وقيود المخزون إلى الإدارة المالية لإدراجها بالميزانية العمومية.

Code of 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.

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

There is no smoking on school property.

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.

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Employees' Personal Property

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

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 including salary arrangements.

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..

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 تفجح 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.

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Internet—Terms and Conditions of Use

1. 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 Al Zahraa 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.

2. 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 El Zahraa School may request the system administrator to deny, revoke, or suspend specific user access.

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

- a. Be polite. Do not get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone numbers of students or colleagues.
- e. 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.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private.

4. Al Zahraa School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Al 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. Al Zahraa School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. 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 a system administrator or your Al Zahraa School Internet Coordinator. Do not demonstrate the problem to other users. Attempts to logon 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.

6. 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.

Teachers' Regulation

1. The following things are needed to be ready every fortnight or every week at 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 homework.

ضوابط عمل المعلم:

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

Violations & Penalties

Violation Category	Penalty Applied upon Frequency				Notes
	Once	Twice	Third Time	Fourth Time	
<p>[I] Irregularities that related to the working hours:</p> <p>1. Being late for the work up to fifteen minutes without permission or acceptable excuse.</p> <p>A- In case no other employees have been downtime because of this lateness.</p>	Written warning	Quarter-day deduction	Half-day deduction	Full day deduction	
<p>B- In case there are other employees have been downtime because of this lateness.</p>	Half-day deduction	Half-day deduction	Two-days deduction	Three-days deduction	
<p>2. Being late for the work more than fifteen minutes up to sixty minutes without permission or acceptable excuse.</p> <p>A- In case no other employees have been downtime because of this lateness</p>	Half-day deduction	One-day deduction	Two-day deduction	Three-day deduction	
<p>B- In case there are other employees have been downtime because of this lateness</p>	One-day deduction	Two-day deduction	Three-day deduction	Four-days deduction	

<p>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.</p>	<ul style="list-style-type: none"> - The employee will be prevented from entering the building and will considered absent that day. - He/ she will get punish according to “Absent without permission” irregularity. 				
<p>4. Absence from work without permission or acceptable excuse</p>	<p>Quarter-day deduction</p>	<p>Half-day deduction</p>	<p>Full day deduction</p>	<p>Two-days deduction</p>	
<p>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.</p>	<p>Half-day deduction</p>	<p>One-day deduction</p>	<p>Two-days deduction</p>	<p>Three-days deduction</p>	
<p>6. Staying at work or returning back to work after the official hours without permission or acceptable excuse.</p>	<p>Half-day deduction</p>	<p>One-day deduction</p>	<p>Two-days deduction</p>	<p>Three-days deduction</p>	
<p>7. Manipulating in the way of proving the attendance or leave or both of them.</p>	<p>One-day deduction</p>	<p>Two-days deduction</p>	<p>Three-days deduction</p>	<p>Four-days deduction</p>	
<p>8. Leave the work before the scheduled time without permission or acceptable excuse.</p>	<p>Half-day deduction</p>	<p>One-day deduction</p>	<p>Two-days deduction</p>	<p>Three-days deduction</p>	

A- For the workers whose their work is not related to: production ,maintenance ,security ,ambulance or fire fighting					
B- For the workers whose their 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	Written	One-day deduction	Three-days deduction	Five-days deduction	

medical examination.	warning				
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. A- If it does not affect the facility or the public good negatively.	One-day deduction	Two-days deduction	Three-days deduction		
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	Two-days deduction	Three-days deduction	Four-days deduction	Five-days deduction	

memorandum that related to work.					
20. Entering leaflets or flyers and distribute them without previous permission. A- If these data do not affect the facility or the public good negatively.	One-day deduction	Two-days deduction	Three-days deduction	Five-days deduction	
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	Three-day deduction	Deprived from the half of the	Expel from work after the decision		

were required awakens and awareness.		annual allowance	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	Five days	Reducing the salary by the amount of annual allowance			

his job or duties					
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 staff 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 leave purpose	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				

Lesson Plan

(Content): unit: Lesson:
 Day:..... Date:.....
 Standard: Week:

Standard	
Bench Mark	
<i>What did you teach? (Prior Knowledge)</i>	
Classroom procedures (How)?	
Differentiation (Addressing all the student's Needs: Visual, Auditory or kinesthetic)	
Assessment (How learning will be Recognized) mark here if Rubric has been used <input type="checkbox"/>	Class work assessments:
	Homework assessments:
Bench Marks Achieved	

class record

Week: -----

Quarter: -----

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

N.	Name	Sunday		Monday		Tuesday		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
File*

Title : Director

MANAGEMENT RESPONSIBILITIES shall include:

1. Establish and promote high standards and expectations for all students and staff.
2. 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.
3. Ensure compliance with all laws, board policies and civil regulations.
4. 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.
5. Notify immediately the board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions.
6. Seek ideas for the improvement of the school.
7. Establish and maintain an effective inventory system for all school supplies, materials and equipment.
8. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual and temperature.
9. Communicate with the board regularly about the needs, successes and general operation of the school.
10. Maintain positive, cooperative and mutually supportive relationships with staff and parents.
11. 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.

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Title : Principal

DISTINGUISHING CHARACTERISTICS OF POSITION:

The principal ship is the key leadership position. The principal is the responsible head of the school and has the responsibility to ensure all students' successfully fulfill their experience at El-Zahraa American School.

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

MANAGEMENT RESPONSIBILITIES shall include:

1. To make available to all employees within the building all policies, rules, regulations, directives, and information ensured by the principal.
2. 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.
3. 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.
4. Receive requests from teachers and staff for instructional and other supplies that may be needed.
5. Ensures that transcripts of credits for students going to college or for other reasons are provided by the Registrar's office.
6. Provide direction for establishing new courses or discontinuing any.
7. Recommend approval of textbooks and consider any new adoption.
8. Approve any events in which the school may be participating, such as exhibits, class plays, bake sales, etc.
9. Interview new teachers and recommend employment.
10. Supervise extracurricular activities.

11. To coordinate the total educational program which includes the master schedules of the staff and the students.
12. To be available, to listen or to advise students, the staff, and parents.
13. Coordinate the school curriculum to meet the needs of the student body.
14. Annually review the instruction program leading to recommendations for change that will improve the instruction.
15. Assume leadership role in developing, collecting, and analyzing student achievement data.

DISCIPLINE RESPONSIBILITIES shall include:

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

RECOMMENDED QUALIFICATIONS:

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

INSTRUCTIONAL LEADERSHIP RESPONSIBILITIES shall include:

1. Receive reports of instructional classroom problems with individual students who are not making satisfactory academic progress and implement research-based programs to improve behavior.
2. To routinely visit the classrooms during the school year in order to evaluate

teachers.

3. To complete a written evaluation of all teachers and staff as determined by contracts annually.
4. To use a variety of resources to lead in the development of a challenging curricular and instructional program.
5. Encourages independent and creative thinking among students and staff.
6. To operate effectively in a multilingual, multicultural and economically diverse society.

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Title:- Human Resources

Human Resources job is to handle a variety of personnel related administrative duties. Human Resources responsibilities include providing information and clerical support to the HR department and employees regarding human resources activities, policies, processes and procedures.

Responsibilities and duties:

1. Recruiting and facilitating the training of new employees.
2. Responsible for employees' affairs concerning their files which include their official publications and certificates.
3. Compile and update employee records (hard and soft copies)
4. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
5. Conduct initial orientation to newly hired employees
6. 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.
7. Handling any problems regarding employment capital or insurance during his career at school.

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Title:- Financial Manager

Responsibilities and duties:

1. Handling the salaries and over-times of the employees.
2. Supervising employees' attendance and absence and inspecting their suspensions and warnings.
3. Putting any mistaken employee under full investigation process.
4. Managing over- times and rewards for super-achievers.
5. Responsible for financial issues regarding school fees collected from students.
6. Sealing fees receipts from private edu. sector for being granted its permission.
7. Supplying all the division's needs in addition to keeping copies for all school records to be ready whenever required by any official representative.
8. 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.
9. Ensure that school fees and other fees are properly assessed.

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Title:- Guidance Councilor

Description:

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 as well as his or her skills and desires. Guidance counselors use the results to provide context for existing records of academic performance, and a better overall understanding of students' needs.

Essential Functions:

1. Provide direct and support service to individual students, small groups, and classrooms.
2. Consult with students, parents and staff to assist students with academic/career planning.
3. Meet individually with every grade student and develop a career plan at least one per week
4. Complete assessments, and counseling with students and families.
5. Serve as a member of the family support team and other school based teams.
6. Complete written reports as needed or as requested by Principal.
7. Facilitate outreach efforts to provide services to students, parents/guardians and staff.
8. Connect students, parents/guardians and staff with specialized referral agencies.
9. Understand, evaluate, and interpret academic performance data.
10. Interpret information about students to the student, their parents/guardians, and staff.
11. Assist students with scholarships, college entrance, and financial aid applications.
12. Do other duties as assigned

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Title : Administration Manager

Responsibilities and duties:

1. Filling for the school biography
2. Receiving all the new applying students for American Division.
3. Organize every meeting held for the teachers or the parents.
4. Delivering all the students' records to the parents.
5. Cooperation with the parents for the raise of their student levels.
6. Listening carefully for all the complaints from the students and sharing in solving them.
7. Recording the attendance and absence average and finding reasons for any repeated case of absence.
8. Interviewing new applicants.
9. Attending the entry exams for the new comers.
10. Responsible for all the marketing forums regarding the school propaganda.
11. Accept applications for all the new teachers according to the background of the standards of hiring.
12. Helping the entire new comer whether they're teachers or students to emerge within the school boundaries.
13. Responsible for providing and monitoring student's weekly records.
14. Responsible for producing staff, parents and students memos.
15. Responsible for receiving the students' books provided by book supplier and deliver them to the students.

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Title : Administrator

Responsibilities and duties:

1. Document by using word processor or any appropriate software legal paper, letters, reports, forms, and other material or any of correspondence from a rough draft, corrected copy or voice recording. May perform other clerical duties as assigned.
2. Design and preparing any official applications, logo as assigned.
3. Create any official forms letters which are directed to students, parents or employees.
4. Attend meeting, document and summarize it.
5. Filling and analyzing any official data or correspondence.
6. Type all exams, syllabus plans, memos and any related data.
7. Print all students' assignment.
8. Receiving all copied lesson plans, weekly class records and filling them.
9. Receiving and sending official e-mails.
10. Students' admission
11. Calling parents and sending messages.
12. Record the students' absence.
13. Enlisting all students' information.
14. Any other duties as assigned

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Title : Student affairs

Responsibilities and duties:

1. Receive all students papers for all school stages either new students or transfer.
2. Responsible for acceptance of the new comers according to the scholar age and setting their papers in files.
3. Dealing with the different educational departments' management which is responsible for students' affairs (private education – East administration – general manager) all year around during the scholar year or the summer vacation.
4. Receiving all transferring orders to and from other schools, following all procedures which should be taken as: arranging entry exams document and stamp all required paper and arrange acceptance orders.
5. Responsible for the school stamp and any stamped papers related to the school.
6. Receiving all new coming students coming from other school and following up all related procedures with the *Private Education Administration* and with the *Exams Administration* to arrange a placement test for them.
7. Coordinates and distributes application forms and provides information on procedures and deadlines. Verifies that student files are complete and, as required, ensures necessary linkage with admissions process.
8. Handling and keeping all students' files and data.
9. Maintains filing system and prepares material for archiving. Performs data entry and updating of student files. Resolves related problems.
10. 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 : Curriculum Coordinator

Responsibilities

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.

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
- 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

3A8 Staff Handbook

- 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

Job description:

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:

1. Develop, lead and coordinate the school improvement process.
2. Engage the entire staff in analyzing the data and making good data-driven decisions to improve student achievement.
3. 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.
4. 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.
5. 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.
6. Give the teachers enough guidance to make changes in their classrooms and provide them with opportunities to create their own demand for learning.
7. The team will have responsibility to ensure the work of various committees and meetings are effective and aligned to the work of school improvement.
8. The team will have responsibility for implementation of the school's Strategic Plan through the Annual Implementation Plan.
9. Assists the Board with recommending and researching potential new members.
10. Creates systems to support all Development projects and operations.
11. Coordinates development research activities.

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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 amongst staff, faculty, parents and students of upcoming tests.
- Count and sort test materials as they arrive from the Ministry of Education for accuracy.
- 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.
- Properly package 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 staffs, students, parents and School Board.
- Create yearly test score binder.
- Following with the schedule coordinator to specify a certain time for the exams and matching them with the exams sent by the private education. And accept the students' excuses from getting examined.
- Supervising graduation certificates regarding scores and averages.
- Handling and keeping all students' files and data.

3A8 Staff Handbook

- Obtains and compiles grades. Completes and verifies lists of examination results. Selects and adapts the calculation formula according to the grading system given by the professor.
- Coordinates submission of grades and requests for grade revisions as well as deferred exams. Verifies and corrects transcripts. Identifies and verifies files of graduating students.
- Prepares for and attends evaluation meetings and follows up as required.

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Title: Librarian

Primary Function:

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

Job Description:

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

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

Librarians may perform the following tasks:

Provide educational resources in a variety of formats to support and extend the curriculum of the school and to meet individual student needs.

Collaborate with teachers to plan and provide Library Media Center activities and instruction to correlate with classroom curriculum in information literacy.

Provide library activities, which extend and enrich the curriculum and which encourage independent, life-long learning.

Schedule the use of the library facility, resources, and personnel to provide optimal library experiences for students through flexible access.

Preview new books and other instructional media for recommendation for purchase by the school.

Organize materials and equipment for easy accessibility and use.

Promote care and maintenance of all Library Media Center equipment and resources.

Deal sensitively and fairly with all persons.

Ensure that teachers and students can access learning resources in a timely, efficient manner.

Incorporate school policies and procedures into the campus library media center.

Encourage and promote parental, student and community involvement in the Library Media Center.

Personal Requirements:

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

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Title: Head teacher

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

Responsibilities and duties:

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

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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:

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

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Title: Assistant teacher

Primary function:

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

Tasks

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

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Title: General supervisor

Scope of Work

The 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

1. Support administrative and management tasks.
2. Maintain school standard.
3. Maintain classroom set up standard.
4. Supervise all students' attendance and behaviors.
5. Report any damage or problems with the students and classrooms equipment and routing the work order to the administration department.
6. Handle problems such as lost & found anything belongs to any student.
7. Report any news or information to the administration department wants to be reported to the students or the staff.
8. Report any illness problems and call the school nurse immediately.
9. Responsible for giving any permissions to the students after reporting the school principal.

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Title: Social Worker

REPORTS TO: Coordinator of School Social Work Services

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

DUTIES AND RESPONSIBILITIES

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

Tasks typically involve:

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

3A8 Staff Handbook

- Observes students in different settings and utilizes a variety of measures, both formal and informal to assess functioning.
- Serves as a resource to parents about the needs of students and consults with parents as needed.
- 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.

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.

Qualification

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

Job Responsibilities

10. Support administrative and management tasks.
11. Maintain cleaning standard.
12. Maintain classroom set up standard.
13. Supervise all students' attendance.
14. Report any damage or problems with the students and classrooms equipment and routing the work order to the administration department.
15. Handle problems such as lost & found any thing belongs to any student.
16. Report any news or information the administration department wants to be reported to the students or the staff.
17. Deliver any papers to the students or to the staff.
18. Responsible for the buses and make sure that the students arrived at their homes safely.

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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 : Depart :

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

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