

Staff Handbook

2024-2025



PREFACE

This handbook is intended to serve as a guide to the policies, procedures, and the daily operation of New Vision International School. It also includes the description, required qualifications, responsibilities, and expectations of each job position in the school.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time and staff will be updated accordingly.

Please take time to read the handbook and become acquainted with its entries. Additional information and procedures can be found in the student-Parent Handbook and Staff Evaluation Handbook.

MISSION

To motivate, inspire, and educate.

VISION

To be an outstanding international school that provides high quality learning and enables students to achieve their maximum potential.

OUR PURPOSE

We will educate and inspire our students to be responsible, productive and ethical global citizens with the skills and motivation to think creatively, reason critically, communicate effectively and learn continuously. We will accomplish this in an international educational environment characterized by high measurable standards and a clearly defined curriculum, implemented by a well-educated staff in partnership with students, parents and the community. We believe in making our community members closer and more harmonious by understanding and respecting our varied beliefs, nationalities, cultures, and religions.

ORGANIZATIONAL STRUCTURE



Administration Members (BOYS' WING)

Mr. Hashem Khaleel – Member of School Improvement and Leadership Committee
Mr. Muthana Abu Nab – Assistant General Manager
Samah Badran– Academic Manager
Mr . Abdul Salam - School Leader
Mr. Ahmad – Accountant
Ms. Sara Al Shaya – Accountant

Administration Members (GIRLS' WING)

Ms. Rana Abdallah Al-Saleh – School Principal (Grades 3-11)
Ms. Hanan Al Harbi – School Principal (KGs – Grades 1-2)
Ms. Fatima Ahmed Hassan – GR 1-11 Supervisor
Ms. Ruba Abu Isa - KG Supervisor
Ms. Nouf Al Osaimi – Receptionist
Ms. Nadia Al Dashash - Receptionist
Ms. Rehab Al Otaibi - – Receptionist
Ms. Haifa Al Harbi – Students Councilor

SCHOOL CALENDAR 2024-2025

KGs



NEW VISION INTERNATIONAL SCHOOLS | 2024-2025 ACADEMIC YEAR CALENDAR KG DEPARTMENT



Week	AUG-SEPTEMBER '24	SEPT - OCTOBER '24	OCT - NOVEMBER '24
1	18 Aug. Start of the school year	22 - 23 Sep. National Day Holiday	27 Oct to 05 Nov. Final Assessment
2	5 Sep. Summer vibes	25 Sep to 03 Oct. Monthly Assessment	10-14 Nov. First Semester Break
3	11 Sep. Nutrition Day	5 Oct. Parents Meeting/Teacher Day	17 Nov. Second Semester Start
4	18 Sep. National Day Celebration	10 Oct. Trip	21 Nov. Cupcake Day
5		17 Oct. Long Weekend	
6		24 Oct. Sport Day	
7			
8			
9			
10			
11			
12			

Week	DECEMBER '24	JANUARY '25	FEBRUARY '25
3	5 Dec. Cultures of the world	5 Jan-9 Jan. 2nd Semester Mid Break	6 Feb. Founding Day Celebration
4	11 - 12 Dec. Long Weekend	14 Jan. Book Fair - 18 Jan. Parents Meeting	9-18 Feb. Final Assessment
5	18 Dec. World Arabic Day	19 Jan. Math Day	23 Feb. Founding Day Holiday
6	22 - 31 Dec. Monthly Assessment		24-27 Feb. 2nd Semester Break
7	29 Dec. Trip		
8			
9			
10			
11			
12			
13			

Week	MARCH '25	MAR - APRIL '25
1	2 Mar. Third Semester Starts	06 Apr. Class Resume (after Eid Al-Fitr)
2	9 Mar. Quran Competition, 11 Mar. Flag	8 - 17 Apr. Monthly Assessment
3	20 Mar-03 Apr. Ramadan - Eid Break	10 Apr. Eid Al-Fitr Celebration
4		24 Apr. English Spelling Bee
5		
6		
7		

Week	MAY '25	JUNE '25
8	04-05 - May. Long Weekend	01 - 12 Jun. - Eid AL-Adha Break
9	15 May. Graduation Celebration - Final Exam (sc)	
10	Final Exam (primary)	
11	Final Exam (primary)	
12		
13		

Start & End of School Year

Weekends

Long Weekends

Holidays

Breaks

Total Number Of Studying Weeks: 1st Semester : 12 Weeks
2nd Semester : 13 Weeks
3rd Semester : 13 Weeks

Total Number Of Studying Days: 170 Days

Total Number of Vacations: 10 Days

Total Number of Days of Break: 60 Days

Primary subjects:

- English Reading/Spelling
- Islamic Arabic
- Science
- English Grammar/Writing
- Math
- SSJ

Secondary subjects:

- Arabic Dictation
- Arabic Reading
- Islamic
- Quran

SCHOOL CALENDAR 2024-2025

GRADE 1-2



NEW VISION INTERNATIONAL SCHOOLS | 2024-2025 ACADEMIC YEAR CALENDAR **GRADE 1 - 2**



Week	AUG-SEPTEMBER '24						
	S	M	T	W	Th	F	S
1	18	19	20	21	22	23	24
2	25	26	27	28	29	30	31
3	1	2	3	4	5	6	7
4	8	9	10	11	12	13	14
5	15	16	17	18	19	20	21

18 Aug. Start of the school year
19 Sep. National Day Celebration/Monthly Assessment

Week	SEPT - OCTOBER '24						
	S	M	T	W	Th	F	S
6	22	23	24	25	26	27	28
7	29	30	1	2	3	4	5
8	6	7	8	9	10	11	12
9	13	14	15	16	17	18	19
10	20	21	22	23	24	25	26

22 - 23 Sep. National Day Holiday
3. Oct Career and Color Day/5 Oct. Parents Meeting
7-10 Oct. Trip
17 Oct. Long Weekend/Computer Week
Final Exam (secondary)

Week	OCT - NOVEMBER '24						
	S	M	T	W	Th	F	S
11	27	28	29	30	31	1	2
12	3	4	5	6	7	8	9
1	10	11	12	13	14	15	16
2	17	18	19	20	21	22	23
2	24	25	26	27	28	29	30

Final Exam (primary)
Final Exam (primary)
10-14 Nov. First Semester Break
17 Nov. Second Semester Start

Week	DECEMBER '24						
	S	M	T	W	Th	F	S
3	1	2	3	4	5	6	7
4	8	9	10	11	12	13	14
5	15	16	17	18	19	20	21
6	22	23	24	25	26	27	28
7	29	30	31				

English Week/5 Dec. Volunteer Day.
11 - 12 Dec. Long Weekend
18 Dec. World Arabic Day/Mid-Term Exam
Mid-Term Exam
30 Dec - 2 Jan Trip

Week	JANUARY '25						
	S	M	T	W	Th	F	S
8	5	6	7	8	9	10	11
9	12	13	14	15	16	17	18
10	19	20	21	22	23	24	25
10	26	27	28	29	30	31	

5 Jan- 9 Jan. 2nd Semester Mid Break
STEAM Week / 18 Jan Parents Meeting
STEAM Week
30 Jan. Cultures of The World

Week	FEBRUARY '25						
	S	M	T	W	Th	F	S
11	2	3	4	5	6	7	8
12	9	10	11	12	13	14	15
13	16	17	18	19	20	21	22
13	23	24	25	26	27	28	

6 Feb. Founding Day Celebration
Final Exam (secondary)
Final Exam (primary)
Final Exam (primary)/Ramadan Celebration
24-27Feb. 2nd Semester Break/23 Feb. Founding Day Holiday

Week	MARCH '25						
	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

2 Mar. Third Semester Starts
11 Mar. Flag Day
20 Mar-03 Apr. Ramadan - Eid Break

Week	MAR - APRIL '25						
	S	M	T	W	Th	F	S
4	30	31	1	2	3	4	5
5	6	7	8	9	10	11	12
6	13	14	15	16	17	18	19
7	20	21	22	23	24	25	26
7	27	28	29	30			

06 Apr. Class Resume (after Eid Al-Fitr)
Mid-Term Exam/ 8 Apr Eid Celebration
Mid-Term Exam
Quran Competition

Start & End of School Year
Weekends
Long Weekends
Holidays
Breaks

Total Number Of Studying Weeks: 1st Semester : 12 Weeks
2nd Semester : 13 Weeks
3rd Semester: 13 Weeks
Total Number Of Studying Days: 170 Days
Total Number of Vacations: 10
Total Number of Days of Break: 60 Days

Primary Subjects:
English Reading/Spelling - Islamic - Arabic
Science - English Grammar/ Writing
Math - SSJ

Week	MAY '25						
	S	M	T	W	Th	F	S
8	4	5	6	7	8	9	10
9	11	12	13	14	15	16	17
10	18	19	20	21	22	23	24
11	25	26	27	28	29	30	31

04 -05 - May. Long Weekend/Arabic Break
Final Exam (secondary)
Final exam (primary)
Final Exam (primary)

Week	JUNE '25						
	S	M	T	W	Th	F	S
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

01 - 12 Jun. - Eid Al-Adha Break
29 May. Summer Vacation Starts

Secondary Subjects:
Arabic Dictation
Arabic Reading
Islamic
Quran

SCHOOL CALENDAR 2024-2025

GRADE 3 - 11



NEW VISION INTERNATIONAL SCHOOLS | 2024-2025 ACADEMIC YEAR CALENDAR **GRADE 3 - 11**



<p>Week AUG-SEPTEMBER '24</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Week</th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>2</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> <tr> <td>3</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>4</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>5</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> </tbody> </table> <p>18 Aug. Start of the school year 19 Sep. National Day Celebration/Monthly Assessment</p>	Week	S	M	T	W	Th	F	S	1	18	19	20	21	22	23	24	2	25	26	27	28	29	30	31	3	1	2	3	4	5	6	7	4	8	9	10	11	12	13	14	5	15	16	17	18	19	20	21	<p>Week SEPT - OCTOBER '24</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Week</th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>7</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>8</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>9</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>10</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> </tbody> </table> <p>22 - 23 Sep. National Day Holiday 3. Oct Career and Color Day/5 Oct. Parents Meeting 7-10 Oct. Trip 17 Oct. Long Weekend/Computer Week Final Exam (secondary)</p>	Week	S	M	T	W	Th	F	S	6	22	23	24	25	26	27	28	7	29	30	1	2	3	4	5	8	6	7	8	9	10	11	12	9	13	14	15	16	17	18	19	10	20	21	22	23	24	25	26	<p>Week OCT - NOVEMBER '24</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Week</th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> <tr> <td>12</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>1</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>2</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>2</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> <p>Final Exam (primary) Final Exam (primary) 10-14 Nov. First Semester Break 17 Nov. Second Semester Start</p>	Week	S	M	T	W	Th	F	S	11	27	28	29	30	31	1	2	12	3	4	5	6	7	8	9	1	10	11	12	13	14	15	16	2	17	18	19	20	21	22	23	2	24	25	26	27	28	29	30
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Periodic Academic Tasks	Frequency	
Checking of Lesson Plans	Coordinators	Daily
	Directors	Monday and Wednesday
School Tour	Directors	8:00 – 9:00 11:00 – 12:00
Evaluation of Teachers	Supervisors/Coordinators	3 Teachers/Week
Submission of Weekly Plans	Supervisors	Every Wednesday
Monthly Meetings	Directors, Supervisors and Coordinators	3 meetings/Month
Submission of Evaluation of Teachers	Supervisors	Every Month
Submission of Daily Report	Supervisors	Everyday
Submission of Academic Complain Notices/Academic Follow up Forms	Supervisors	Everyday
Review of Curriculum	Directors/Coordinators/Teachers	4 meetings/Month
Submission Lab and Library Log	Lab Technician and Librarian	Thursday on weekly basis

BOYS'/GIRLS' SECTION (Gr 1 – Gr 11)	
Total number of weeks (including examination weeks) First Semester	12 weeks
Total number of weeks (including examination weeks) Second Semester	13 weeks
Total number of weeks (including examination weeks) Third Semester	15 weeks
Total number of weeks (excluding examination weeks and revision week) First Semester	10 weeks
Total number of weeks (excluding examination weeks and revision week) Second Semester	11 weeks
Total number of weeks (excluding examination weeks and revision week) Third Semester	13 weeks
Duration of final exams First Semester	3 weeks (maximum of 5 days each)
Duration of final exams Second Semester	3 weeks (Maximum of 5 days each)
Duration of final exams Third Semester	3 weeks (Maximum of 5 days each)
Revision for final exams	1 week (5 days)

KG SECTION	
Total number of weeks (including examination weeks) First Semester	12 weeks
Total number of weeks (including examination weeks) Second Semester	13 weeks
Total number of weeks (including examination weeks) Third Semester	12 weeks
Total number of weeks (excluding examination weeks and revision week) First Semester	10 weeks
Total number of weeks (excluding examination weeks and revision week) Second Semester	11 weeks
Total number of weeks (excluding examination weeks and revision week) Third Semester	10 weeks
Duration of final exams First Semester	2 weeks (maximum of 5 days each)
Duration of final exams Second Semester	2 weeks (maximum of 5 days each)
Duration of final exams Third Semester	2 weeks (maximum of 5 days each)
Revision for final exams	1 week (5 days)

SCHEDULES / HOURS OF OPERATION

2024-2025 NSY/ KG and GRADES SCHEDULE

KG Department

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:45 – 7:00</u>
1st Period	7:15 – 7:55
2nd Period	7:55 – 8:35
<u>First Break</u>	<u>8:35 – 9:05</u>
3rd Period	9:05 – 9:45
4th Period	9:45 - 10:25
<u>Second Break</u>	<u>10:25 – 10:40</u>
5th Period	10:40 – 11:20
6th Period	11:20 – 12:00

Grade 1-11 Girls

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:15 – 6:30</u>
1st Period	6:30 – 7:15
2nd Period	7:15 – 8:00
<u>First Break</u>	<u>8:00 – 8:20</u>
3rd Period	8:20 – 9:05
4th Period	9:05 - 9:50
5th Period	9:50 – 10:35
6th Period	10:35 – 11:20
<u>Second Break</u>	<u>11:20 – 11:30</u>
7th Period	11:30 – 12:15
8th Period	12:15 – 1:00

Grade 1-3 Boys

<u>Periods</u>	<u>Time</u>
<u>Assembly</u>	<u>6:15 – 6:30</u>
1st Period	6:30 – 7:15
2nd Period	7:15 – 8:00
3rd Period	8:00 – 8:45
<u>First Break</u>	<u>8:45 – 9:05</u>
4th Period	9:05 - 9:50
5th Period	9:50 – 10:35
6th Period	10:35 – 11:20
<u>Second Break</u>	<u>11:20 – 11:30</u>
7th Period	11:30 – 12:15
8th Period	12:15 – 1:00

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3. Make a note of all problems: Record any issues or problems that arise during the absence of the regular teacher.	24
4. Take over a teacher's duties including noon and bus duty if necessary: Assume additional responsibilities such as supervising lunch or bus duty if required.	24
5. Keep attendance records: Document student attendance accurately.	24
6. Keep record of any money collected or turned in: Track any funds collected or returned during the day.	24

7. Keep record of all notices received during the school day: Maintain a record of any notices or communications received throughout the day.	24
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7. When dealing with students, teachers should always be very polite, but firm and strict. Remember to remain calm at all times, for it is when one loses their temper that mistakes can happen and mischievous students feel a “sense of achievement.”	32
8. It is important for teachers to respect students. Shouting, sarcasm, or insults are extremely harmful and totally unacceptable. Instead, teachers are expected to resort to encouragement and praise, even when correcting the students. Always be fair and cam, and report difficult situations to the Section Supervisor. Offending students can always be dealt with firmness and calmness, and the right action can be taken without resorting to shouting or insults.....	32
9. Do not humiliate students in front of a class (or at any other time). Talk to them alone, calmly, showing them how they have made a mistake. If necessary, students can be punished, but there is no gain in humiliating them. Whenever you encounter a proble with a student, talk to the student first, if necessary, privately. It is also advisable to talk to him/her before the problem worsens. If the problem needs to be discussed further, discuss it with the appropriate school official.	32
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School policies (kindly take note that the instructions mentioned below are updated to change)	34
The End	35

ADMINISTRATION

GENERAL MANAGER

Job Description

The school General Manager serves as the institution leader, responsible for managing the policies and regulations. Achieving academic excellence requires that the school General Manager works collaboratively to direct and nurture all members of the school staff. The General Manager coordinates administrative and counseling activities of the school and supervises school staff, directly and/or indirectly.

The General Manager also develops and coordinates educational programs through meetings with staff. The General Manager confers with teachers, students, and parents concerning educational and behavioral problems in school, allocates and monitor the usage of supplies, equipment, and instructional material as needed. The General Manager directs preparation of class schedules, cumulative records, and attendance reports. Observes and evaluates teacher performance

The General Manager must tour the school regularly to inspect the conditions of buildings and to monitor safety and security.

Job Responsibilities

1. Communicates the school goals with the students, staff, and parents.
2. Designs operational procedures to achieve the goals of the school and to maximize learning.
3. Communicates progress towards school goals with the students, staff, and parents.
4. Uses multiple sources of data for decision making purposes.
5. Manages, evaluates and supervises effective and clear procedures for the operation and functioning of the school consistent with the vision and mission of the school.
6. Ensures compliance with all laws, local regulations.
7. Assumes responsibility for the health, safety, and welfare of students, employees and visitors.
8. Supervises the exclusion from school of any student who shows departure from normal health or identified to have a communicable disease.
9. Monitors performance of all staff members.
10. Initiates and lead improvements in all areas.
11. Provides professional development opportunities to all staff members.
12. Demonstrates a personal and professional code of ethics.
13. Serves as a role model to students, staff, and community members.
14. Communicates regularly with parents, seeking their support and advice
15. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
16. Maintains visibility with students, teachers and parents.

Qualifications

1. A minimum of bachelor degree.
2. Knowledge of modern office practices, procedure and equipment's.
3. Correct English usage and grammar.
4. Excellent interpersonal skills using tact, patience and courtesy.
5. Excellent oral communication skills; telephone techniques and etiquette.
6. Knowledge of local laws and regulations.
7. Possesses solid leadership qualities.

ASSISTANT GENERAL MANAGER

Reports To: GENERAL MANAGER

Job Description

The assistant General Manager serves as a member of the administrative team to develop and implement the total daily school operation. The Assistant General Manager coordinates, facilitates, manages and supervises activities of staff and then present reports to the General Manager. The Assistant General Manager must provide leadership in assuring the accomplishment of the school system's on-going goals and objectives. The Assistant General Manager must fully complete all tasks assigned by General Manager.

Job Responsibilities

1. Assists in the development and establishing of the school goals and objectives and the planning of the schools 'instructional program.
2. Monitors the implementation of the school programs.
3. Monitors student orientation and registration activities.
4. Provides direction to staff in implementing goals and objectives and interacts with staff to assist in their development and welfare.
5. Assists in the evaluation of the school program and of staff and initiates needed improvements.
6. Monitors staff attendance.
7. Assists to implement student orientation and registration activities.
8. **Maintains a master schedule for all teachers:** Ensures that the class schedules for all teachers are organized and updated.
9. **Manages school resources and maintains an effective inventory system for all school supplies, materials, and equipment:** Oversees the procurement and organization of all necessary supplies and materials, keeping track of inventory to ensure availability and efficiency.
10. **Enforces disciplinary policies and procedures for parents, students, and staff:** Implements and upholds the rules and regulations regarding behavior and discipline within the school community.
11. **Monitors record-keeping and completion of report cards:** Oversees the accurate and timely documentation of student performance and the issuance of report cards.
12. **Maintains accurate and current inventories of equipment, materials, and supplies, and manages the usage of resources:** Regularly updates inventory records and ensures that resources are used effectively.
13. **Assumes responsibility for the health and safety of students, employees, and visitors:** Ensures that the school environment is safe and that health protocols are followed.
14. **Approves the suspension of students:** Reviews and makes decisions regarding student suspensions based on school policies.
15. **Manages the recruitment and termination of staff members:** Handles hiring processes and oversees the separation of staff when necessary.
16. **Plans and recommends building and facilities maintenance:** Identifies maintenance needs and proposes plans for the upkeep of school buildings and facilities.

Qualifications

1. **A minimum of bachelor degree:** Requires at least a bachelor's degree.
2. **Knowledge of modern office practices, procedures, and equipment:** Understanding of current office practices, procedures, and the use of office equipment.
3. **Correct English usage and grammar:** Proficiency in proper English usage and grammar.
4. **Excellent oral communication skills; telephone techniques and etiquette:** Strong skills in speaking and listening, with good telephone manners and communication practices.
5. **Excellent administrative and managerial skills:** High proficiency in administrative tasks and management.
6. **Demonstrated effective problem determining and solving skills:** Proven ability to identify and resolve problems efficiently.
7. **Knowledge of health and safety procedures:** Familiarity with health and safety regulations and practices.
8. **Ability to perform under minor supervision:** Capability to work effectively with minimal oversight.

ACADEMIC MANAGER

Reports To: ASSISTANT GENERAL MANAGER

Job Description

The Academic Manager is responsible for all academic issues in the school, specifically for ensuring the school effectiveness and improving students learning. The Academic Manager oversees all phases of academic, curriculum planning and improvement, teachers' management and staff training with an eye toward continually improving teachers' performance and students' experience. In this role he will also teach, train, evaluate, mentor and coach teachers toward academic excellence.

Job Responsibilities

1. **Directs the planning, development, implementation, and evaluation of curriculum:** Oversees the creation, execution, and assessment of the curriculum.
2. **Manages the process of curriculum review for the school, including course content, methods of delivery and assessment; the documentation of such matters (on paper and electronically, as appropriate):** Oversees the evaluation and updating of curriculum, including content, delivery methods, and assessment, with proper documentation.
3. **Manages textbooks adoption process:** Oversees the selection and adoption of textbooks for the school.
4. **Secures internal and external resources to enhance the accomplishment of curricular objectives:** Obtains resources from both within and outside the school to support curriculum goals.
5. **Manages the process leading up to the school's periodic teaching quality assessments, including teachers' observation, self-assessment, reviewing of students' performance, making recommendations for improvement, and the preparation, interpretation, compilation, and documentation of results:** Oversees the procedures for evaluating teaching quality, including observations, self-assessments, student performance reviews, and the preparation of reports.
6. **Observes (or assists in observing) and completes written evaluations on all teachers:** Monitors and evaluates teachers' performance, completing written assessments.
7. **Manages teacher recruiting, interviewing, training, scheduling, and observing, and mentors and coaches new teachers:** Oversees the recruitment, interviewing, training, and scheduling of teachers, while also providing mentorship and coaching for new staff.
8. **Manages the professional development needs of the teaching staff:** Oversees and addresses the ongoing professional development requirements for teachers.
9. **Establishes links with other schools and increases the level of collaboration for the benefit of improvement:** Builds connections with other schools to foster collaboration and improve educational outcomes.
10. **Manages and coordinates the overall process of accreditation of the school:** Oversees the process of obtaining and maintaining school accreditation.
11. **Meets with representatives of external bodies (companies, funding agencies, visitors from other universities, etc.) regarding matters that may be of benefit or concern to the school:** Engages with external stakeholders to address issues or opportunities relevant to the school.
12. **Attends various meetings:** Participates in different meetings as required.
13. **Responds to inquiries regarding educational programs:** Addresses questions and provides information about the school's educational programs.
14. **Inputs data and performs a variety of clerical work to fulfill duties as required and performs other related duties as required:** Enters data, performs clerical tasks, and carries out other necessary duties as needed.

Qualifications

1. **A minimum of bachelor degree:** Requires at least a bachelor's degree.
2. **Proven track record of teaching experience:** Demonstrated history of effective teaching.
3. **Strong educational and academic leadership qualities:** Exhibits leadership abilities in educational and academic settings.
4. **Comprehensive knowledge of teaching methods and assessment techniques:** In-depth understanding of various teaching strategies and ways to evaluate student performance.
5. **Accurate record-keeping methods and practices:** Proficient in maintaining precise and organized records.
6. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing and data entry.
7. **Correct English usage, grammar, spelling, punctuation, and vocabulary:** Proficiency in using proper English language conventions.
8. **Excellent reading and writing communication skills:** Strong abilities in both reading comprehension and written communication.
9. **Strong organizational skills with the ability to handle numerous details:** Capable of managing and organizing various tasks and details effectively.
10. **Strong problem-solving, decision-making, and creative thinking abilities:** Effective at addressing issues, making decisions, and thinking creatively.
11. **Passion for improvement and growth of the school:** Enthusiastic about advancing and developing the school.

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OFFICE CLERK

Reports To: ASSISTANT GENERAL MANAGER

Job Description

Under supervision, performs a variety of receptionist and clerical work involving specific routines and broadly defined policies and procedures; and performs related work as required. This position involves sitting at a desk for a major part of the day.

Job Responsibilities

1. **Performs a wide variety of clerical and keyboarding work:** Carries out various office tasks and typing duties.
2. **Serves as receptionist for students, faculty, and the general public:** Acts as the first point of contact for visitors and provides assistance to students, faculty, and the public.
3. **Answers inquiries and provides information and assistance to parents, students, and staff concerning standards, procedures, and programs:** Responds to questions and offers help related to school policies, procedures, and programs.
4. **Compiles data and information from various sources and keyboards a variety of forms and other documents:** Gathers information from different sources and types up various forms and documents.
5. **Reviews documents for accuracy, completeness, and conformity with established procedures:** Checks documents to ensure they are correct, complete, and adhere to procedures.
6. **Develops and maintains a variety of files:** Creates and manages different types of files.
7. **Classifies and posts information and keeps a variety of records:** Organizes and records information in different formats.
8. **Codes and inputs data using a computer:** Enters and categorizes data using computer systems.
9. **Operates standard office equipment:** Uses common office machinery and tools.
10. **Schedules meetings and interviews:** Arranges appointments and meetings.

Qualifications

1. **High school graduate or the equivalent:** Completion of high school education or an equivalent qualification.
2. **Solid knowledge on office organization and automation:** Strong understanding of how to organize office tasks and use automated systems.
3. **Excellent communication skills:** Proficiency in effectively conveying information and interacting with others.
4. **Excellent command of written and spoken English:** Strong abilities in both written and verbal English.
5. **Perform clerical work with speed and accuracy:** Ability to complete office tasks quickly and correctly.
6. **Ability to use tact, diplomacy, and good judgment in dealing with sensitive situations:** Skill in handling delicate situations with care and discretion.
7. **Pleasant external look:** A professional and approachable appearance.
8. **Solid knowledge on computer applications related to office work:** Strong understanding of computer software and tools used in office environments.

SCHOOL REPRESENTATIVE

Reports To: ASSISTANT GENERAL MANAGER

Job Description

Under supervision, represents the school at government offices, agencies, departments, and ministries. Receives government memos and follows up the school's external transactions.

Job Responsibilities

1. **Transports documents between the school and different government offices:** Delivers documents to and from various government agencies on behalf of the school.
2. **Follows up on the school's external transactions:** Monitors and manages interactions and transactions between the school and external entities.
3. **Represents the school in the presence of government offices such as the Fire Department and Municipality:** Acts as the school's representative when dealing with governmental offices.

Qualifications

1. **High school graduate or the equivalent:** Completion of high school education or an equivalent qualification.
2. **Excellent communication skills:** Proficiency in effectively conveying information and interacting with others.
3. **Ability to use tact, diplomacy, and good judgment in dealing with sensitive situations:** Skill in handling delicate situations with care and discretion.
4. **Pleasant external look:** A professional and approachable appearance.
5. **Driving license:** Valid driver's license required for transporting documents.

ACCOUNTANT

Reports To: GENERAL MANAGER

Job description

Under supervision, perform professional accounting activities related to the preparation, maintenance and review of financial records, accounts and reports. Provide technical assistance to the school management regarding accounting and budgeting.

Responsibilities

1. **Performs professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting:** Carries out accounting tasks following established systems and accepted accounting standards.
2. **Prepares a variety of comprehensive financial statements and reports:** Creates detailed financial statements and reports. **Prepares and maintains financial claims, records, and reports for various accounting areas:** Manages financial claims and maintains records for different accounting categories.
3. **Maintains efficient and effective record-keeping systems and audit trails:** Ensures proper documentation and tracking for audits.
4. **Conducts research and prepares special studies as requested:** Performs research and prepares studies based on requests. **Analyzes financial accounting data and makes appropriate recommendations:** Reviews financial data and provides recommendations.
5. **Monitors and audits each student's account:** Reviews and verifies the accuracy of student accounts.
6. **Prepares, maintains, and reviews financial records, accounts, and claims for categorical and special events funds:** Manages and examines financial records and claims for specific funds and events.
7. **Prepares staff payroll:** Calculates and processes payroll for staff members.

Qualifications

1. **A degree in accounting or equivalent supplemented by coursework in bookkeeping and experience in a production accounting environment and general ledger bookkeeping:** Requires a degree in accounting or a related field, along with bookkeeping coursework and experience in production accounting and general ledger bookkeeping. **School bookkeeping experience preferred:** Previous experience in school bookkeeping is an advantage.
2. **Modern office practices, procedures, and equipment:** Familiarity with current office tasks, systems, and technology.
3. **Good record-keeping techniques:** Proficiency in maintaining accurate and organized records.
4. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.
5. **Sufficient visual acuity to recognize letters and numbers:** Ability to clearly see and identify letters and numbers.
6. **Honest and hardworking:** Demonstrates integrity and a strong work ethic.

PURCHASING CLERK

Reports To: ASSISTANT GENERAL MANAGER

Job Description

Under direction, performs specialized purchasing duties which may be complex in nature and involve a high degree of independent judgment. Interprets and applies requirements accurately.

Job Responsibilities

1. Receives and sorts purchase orders and materials requests: Accepts and organizes purchase orders and requests for materials.
2. Distributes daily purchase order batches wisely with respect to urgency and deadlines: Allocates daily purchase orders based on their urgency and deadlines.
3. Matches and receives invoices: Verifies and processes invoices.
4. Reviews packing lists: Checks packing lists for accuracy.
5. Coordinates and channels inquiries to appropriate persons before making final judgment: Directs inquiries to the correct individuals for resolution before making final decisions.
6. Establishes and opens accounts with vendors: Sets up new accounts with suppliers.
7. Provides the Assistant General Manager with quotations before closing deals: Supplies the Assistant General Manager with price quotes prior to finalizing transactions.
8. Audits invoices for payment and correspondence from vendors: Examines invoices and vendor communications for accuracy before processing payments.

Qualification

1. **A high school diploma or equivalent:** Completion of high school education or an equivalent qualification.
2. **Good record-keeping techniques:** Proficiency in maintaining accurate and organized records.
3. **Broad knowledge of vendors with various specialties:** Extensive understanding of different vendors and their areas of expertise.
4. **Honest and hardworking:** Demonstrates integrity and a strong work ethic.
5. **Modern office practices, procedures, and equipment:** Familiarity with current office tasks, systems, and technology.
6. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.

CASHIER

Reports To: ASSISTANT GENERAL MANAGER

Job Description

Under supervision, the Cashier is responsible of cash flow in the school. The Cashier receives and dispenses cash.

Job Responsibilities

1. **Provides parents and visitors with a detailed explanation of the school financial policies, fees, and payment schedules:** Explains the school's financial policies, fees, and payment schedules to parents and visitors.
2. **Makes deposits and withdrawals from banks:** Handles banking transactions, including depositing and withdrawing money.
3. **Forwards the daily transactions record to the accountant:** Sends the daily record of transactions to the accountant.
4. **Provides staff members with their monthly paychecks:** Distributes monthly paychecks to staff.
5. **Receives payment from parents:** Accepts payments made by parents.
6. **Provides the purchasing clerk with funds and payments to invoices:** Supplies the purchasing clerk with money and payment information for invoices.
7. **Initializes a student's registration:** Begins the registration process for new students.
8. **Issues admission slips:** Distributes admission slips to students or parents.
9. **Issues unpaid-student lists:** Creates and provides lists of students with outstanding payments.

Qualifications

1. **A high school diploma or equivalent:** Completion of high school education or an equivalent qualification.
2. **Good record-keeping techniques:** Proficiency in maintaining accurate and organized records.
3. **Honest and hardworking:** Demonstrates integrity and a strong work ethic.
4. **Modern office practices, procedures, and equipment:** Familiarity with current office tasks, systems, and technology.
5. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.

REGISTRAR

Reports To: ASSISTANT GENERAL MANAGER

Job Description

Under the direction of the Assistant General Manager, the Registrar performs a variety of complex and responsible duties establishing and maintaining automated and manual student records. The registrar also performs various complex clerical and statistical record-keeping duties relating to the enrollment, graduation or withdrawal of students according to established policies and procedures; prepare and maintain student permanent records. And to provide information and assistance to students, staff, parents, and the public.

Job Responsibilities

1. Performs specialized and technical student records tasks involving the establishment and maintenance of permanent student record files: Handles specific and technical tasks related to creating and maintaining permanent student records.
2. Maintains permanent records of students' completed levels including grades, grade changes, test scores, student achievements, and deficiencies: Keeps accurate and up-to-date records of student progress, including grades and other academic details.
3. Issues report cards: Distributes students' report cards.
4. Evaluates new students' transcripts and documents against the local regulations and policies: Assesses new students' academic records to ensure they meet local standards.
5. Translates records into Arabic: Converts student records into the Arabic language.
6. Reviews cumulative records to ensure accuracy and completeness and compliance with local regulations and policies: Checks comprehensive student records for correctness, completeness, and adherence to local rules.
7. Extracts reports and information on student records from automated systems: Retrieves data and reports about student records from computerized systems.
8. Records grades and calculates grade point averages: Enter grades and compute GPA.
9. Prepares correspondence on students' status: Drafts and sends letters or documents regarding students' academic status.
10. Extracts simple and complex reports and statistical information: Produces both straightforward and detailed reports and statistical data.

Qualifications

1. **A minimum of high school diploma or equivalent:** Requires at least a high school diploma or an equivalent qualification.
2. **Solid knowledge of local regulations and policies:** Strong understanding of local rules and policies.
3. **Accurate record-keeping methods and practices:** Proficiency in maintaining precise and organized records.
4. **Excellent knowledge on data processing:** Expertise in handling and processing data.
5. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, including filing and data entry.
6. **Correct English usage, grammar, spelling, punctuation, and vocabulary:** Proficiency in proper English language conventions.
7. **Excellent reading and writing communication skills:** Strong abilities in both reading comprehension and written communication.
8. **Honest and hardworking:** Demonstrates integrity and a strong work ethic.

NON –TEACHING STAFF

ACADEMIC ASSISTANT

Report To: ACADEMIC MANAGER

Job Description

Under the Academic Manager supervision, the Academic Assistant participates and assists in all academic issues in the school.

Job Responsibilities

1. Documents, updates, and revises academic policies and procedures: Records, updates, and modifies policies and procedures related to academics.
2. Conducts (or delegates observation to senior staff members) regular staff performance evaluations: Oversees or assigns senior staff to evaluate the performance of other staff members regularly.
3. Manages all students' performance reporting and ensures compliance with grading policies and procedures: Handles the reporting of student performance and ensures adherence to grading policies and procedures.
4. Monitors the integration of the school library and technology resources into the curricular objectives: Oversees how library and technology resources are incorporated into the curriculum.
5. Schedules and monitors curriculum development and review: Plans and oversees the development and evaluation of the curriculum.
6. Coaches and trains teaching staff: Provides guidance and professional development for teachers.
7. Appoints grade level coordinators and subjects' coordinators and regularly conducts meetings with them: Assigns coordinators for different grades and subjects and holds regular meetings with them.
8. Provides students with academic advisement and planning: Offers guidance and assistance to students regarding their academic planning.
9. Responds to inquiries regarding educational programs: Answers questions about the school's educational programs.
10. Attends and participates in various meetings: Joins and contributes to different meetings.
11. Designs and implements extra-curricular activities: Plans and executes activities outside the standard curriculum.
12. Manages the scheduling of classes, teachers, and the annual calendar: Organizes class schedules, teacher assignments, and the school calendar.
13. Conducts admission interviews and screening tests: Performs interviews and tests for prospective students.
14. Conducts diagnostic tests and documents and interprets results: Administers diagnostic tests, records, and analyzes the results.
15. Monitors the administration of academic tests and confirms that test papers conform to pre-defined policies and regulations: Oversees academic testing procedures to ensure they meet established standards.
16. Assists in the accreditation process: Supports activities related to obtaining and maintaining accreditation.
17. Performs other related duties as required: Carries out additional tasks as needed.

Qualifications

1. **A minimum of bachelor degree:** Requires at least a bachelor's degree.
2. **Proven track record of teaching experience:** Demonstrated history of effective teaching.
3. **Comprehensive knowledge of teaching methods and assessment techniques:** In-depth understanding of various teaching strategies and evaluation methods.
4. **Accurate record-keeping methods and practices:** Proficiency in maintaining precise and organized records.
5. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing and data entry.
6. **Correct English usage, grammar, spelling, punctuation, and vocabulary:** Proficiency in proper English language conventions.
7. **Excellent reading and writing communication skills:** Strong abilities in both reading comprehension and written communication.
8. **Passion for improvement and growth of the school:** Enthusiasm for advancing and developing the school.

SECTION SUPERVISOR

Report To: ASSISTANT GENERAL MANAGER, ACADEMIC MANAGER

Job Description

1. **Monitors the overall daily operation of the section:** Oversees the daily functioning of the section.
2. **Manages all members of the section:** Supervises and coordinates the section's staff.
3. **Creates the section and teachers' schedules:** Develops schedules for the section and its teachers.
4. **Monitors student attendance related issues, disciplinary problems, and academic concerns:** Oversees attendance issues, disciplinary actions, and academic matters.
5. **Monitors teaching staff attendance and solves their problems:** Tracks teacher attendance and addresses any issues.
6. **Contacts parent or guardian to verify student absence and to invite them to school:** Reaches out to parents or guardians to confirm student absences and encourage their attendance.
7. **Tours school buildings and observes safety, security, and order:** Inspects school facilities to ensure safety and order.
8. **Supervises student conduct:** Oversees and manages student behavior.
9. **Monitors section examinations:** Oversees exams within the section.
10. **Monitors and manages entry of marks achieved by students:** Oversees and handles the recording of student grades.
11. **Plans and conducts section meetings:** Organizes and leads meetings for the section.
12. **Plans and implements section programs:** Develops and executes programs for the section.
13. **Assists in evaluating teachers:** Helps assess and review teacher performance.
14. **Coaches and trains teachers:** Provides guidance and professional development for teachers.
15. **Observes the health status of students and teachers:** Monitors and assesses the health of both students and teachers.
16. **Provides substitutes for absent teachers when necessary:** Arranges for substitute teachers to cover for absentees.
17. **Monitors the usage of school facilities and resources:** Oversees how school facilities and resources are utilized.
18. **Meets parents and assists in solving their problems:** Engages with parents to help resolve their issues.
19. **Assists in the accreditation process:** Supports activities related to gaining and maintaining accreditation.
20. **Hosts visitors to the section:** Welcomes and manages visitors to the section.
21. **Responds to queries regarding the school programs:** Answers questions about the school's programs.
22. **Performs other related duties as required:** Carries out additional tasks as needed.

Qualifications

1. **A minimum of bachelor degree:** Requires at least a bachelor's degree.
2. **Proven track record of teaching experience:** Demonstrated history of effective teaching.
3. **Comprehensive knowledge of teaching methods and assessment techniques:** In-depth understanding of various teaching strategies and evaluation methods.
4. **Accurate record-keeping methods and practices:** Proficiency in maintaining precise and organized records.
5. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing and data entry.
6. **Excellent managerial and administrative skills:** Strong abilities in managing and overseeing administrative tasks.
7. **Good record-keeping techniques:** Effective methods for maintaining accurate records.
8. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.
9. **Excellent oral communication skills; telephone techniques and etiquette:** Proficiency in verbal communication and professional telephone manners.

SCHOOL NURSE

Reports To: ASSISTANT GENERAL MANAGER

Job Description

The school Nurse performs specialized health care procedure and a wide variety of nursing duties. The school nurse provides instruction in the maintenance of good health and disease prevention.

Job Responsibilities

- 1. Performs specialized health procedures on students and teachers and operates specialized medical equipment to perform specialized procedures: Carries out specific health procedures and uses specialized medical equipment for these tasks.**
- 2. Maintains health record of students: Keeps and updates medical records for students.**
- 3. Administers medications, when requested by parents: Gives out medications as requested by parents.**
- 4. Informs section supervisors of physical or health problems and concerns of students: Notifies supervisors about students' health issues and concerns.**
- 5. Initiates and coordinates ordering of medical and health supplies: Starts and manages the process of ordering medical and health-related supplies.**
- 6. Conducts frequent screening of students on common diseases: Regularly checks students for common illnesses.**
- 7. Promotes healthcare throughout the school through health programs: Encourages health awareness and practices via school health programs.**
- 8. Maintains an accurate and up-to-date inventory of all medicines and equipment: Keeps a precise and current record of all medicines and medical equipment.**
- 9. Maintains a record of cases and referrals: Documents health cases and referrals for further treatment.**
- 10. Ensures secure storage of all medical supplies and equipment: Guarantees that medical supplies and equipment are stored safely.**
- 11. Ensures a confidential student record: Maintains the confidentiality of student medical records.**

Qualifications

- 1. A degree in nursing or medicine:** Requires a qualification in nursing or medicine.
- 2. Excellent interpersonal skills using tact, patience, and courtesy:** Strong abilities in interacting with others, showing tact, patience, and politeness.
- 3. Accurate record-keeping methods and practices:** Proficiency in maintaining precise and organized records.
- 4. Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing, data entry, and statistical record-keeping.

LIBRARIAN

Report To: ACADEMIC MANAGER

Job Description

The Library Clerk Performs a variety of clerical and technical library duties in the school library.

Job Responsibilities

- 1. Assists students and teachers in finding materials and using the school library:** Helps students and teachers locate resources and utilize the library.
- 2. Maintains an accurate and electronic inventory of the school library content:** Keeps a precise and digital record of all library materials.
- 3. Schedules class reading schedules:** Organizes and plans reading times for classes.
- 4. Issues and maintains borrower's cards:** Provides and manages library cards for borrowing materials.
- 5. Recommends books to students and teachers:** Suggests appropriate books for students and teachers.
- 6. Maintains statistics of library usage and books read:** Tracks and records how the library is used and the number of books read.
- 7. Works with academic authority in the school and teachers in selecting new books:** Collaborates with school authorities and teachers to choose new library books.
- 8. Positively influences student behavior and their reading habits:** Encourages good behavior and reading practices among students.
- 9. Develops and oversees various reading programs and research-related contests:** Creates and manages reading programs and contests related to research.
- 10. Receives new books and enters them into the system:** Accepts new books and updates the library database.
- 11. Repairs books:** Fixes damaged books.
- 12. Disposes of damaged or outdated books according to established procedures:** Gets rid of books that are damaged or outdated following set guidelines.
- 13. Follows up on overdue books and sends warning notices:** Checks on overdue books and issues reminder notices.
- 14. Organizes and decorates the library:** Arranges and decorates the library space.
- 15. Maintains a clean and orderly environment:** Ensures the library is clean and well-organized.
- 16. Applies and explains library rules, regulations, and policies to students and teachers:** Enforces and clarifies library guidelines for students and staff.
- 17. Monitors and maintains acceptable student behavior:** Oversees and ensures proper behavior from students in the library.
- 18. Recommends methods to promote and expand the school library:** Suggests strategies to enhance and grow the library's reach.
- 19. Designs a library development plan:** Creates a plan for the future development of the library.

Qualifications

1. **A minimum of bachelor degree:** Requires at least a bachelor's degree.
2. **Specialized knowledge of basic library methods, practices, and terminology including use of library card catalog:** In-depth understanding of fundamental library operations and terminology, including how to use the library card catalog.
3. **Sufficient communication skills to influence student behavior and their reading habits:** Adequate ability to communicate effectively to shape student behavior and encourage reading habits.
4. **Accurate record-keeping methods and practices:** Proficiency in maintaining precise and organized records.
5. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing and data entry.
6. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.

LABORATORY TECHNICIAN

Reports To: ACADEMIC MANAGER

Job Description

The laboratory technician performs all duties related to the operation of laboratories, including scheduling, assisting in the purchase and disposing of materials.

Job Responsibilities

1. **Schedules laboratory use for students with approval from the SECTION SUPERVISOR:** Plans and organizes laboratory time for students, with authorization from the section supervisor.
2. **Develops and implements plans to educate teachers in the use of materials and equipment:** Creates and carries out strategies to train teachers on how to use laboratory materials and equipment.
3. **Trains teachers on safety measures and procedures:** Provides instruction to teachers on laboratory safety practices and procedures.
4. **Assists teachers and students in executing experiments:** Supports teachers and students during the execution of laboratory experiments.
5. **Prepares materials and equipment according to a pre-defined schedule:** Arranges and sets up materials and equipment as per an established schedule.
6. **Ensures secure and safe storage of materials and equipment:** Guarantees that materials and equipment are stored safely and securely.
7. **Maintains an accurate inventory of materials and equipment:** Keeps a precise and up-to-date record of laboratory materials and equipment.
8. **Initiates and monitors purchase of materials and equipment:** Begins and oversees the procurement of laboratory materials and equipment.
9. **Controls the use of materials and issues them wisely:** Manages the distribution of materials and ensures they are used efficiently.
10. **Labels each item in the laboratory clearly:** Clearly tags and identifies each item in the laboratory.
11. **Disposes expired materials and waste products wisely:** Properly discards outdated materials and waste products.
12. **Keeps the laboratory premises clean and neat:** Maintains cleanliness and organization in the laboratory area.
13. **Performs other related duties as required:** Carries out additional tasks as needed.

Qualifications

1. **A minimum of bachelor's degree in a related field:** Requires at least a bachelor's degree in a relevant area.
2. **Modern office practices, procedures, and equipment including filing, statistical record-keeping, and typing:** Familiarity with current office tasks, systems, and technology, such as filing and data entry.
3. **Excellent command of written and spoken English:** Strong skills in both written and verbal English.
4. **Careful and alert:** Demonstrates attentiveness and carefulness.
5. **Excellent organizational skills:** Strong abilities in organizing and managing tasks effectively.

SECTION SECRETARY

Reports To: SECTION SUPERVISOR

Job Description

Performs complex secretarial and administrative duties; organizes office activities and provides work direction for section assigned staff.

Job Responsibilities

1. Organizes and directs the day-to-day activities: Manages and oversees daily operations.
2. Coordinates communications among section staff: Facilitates communication within the section's team.
3. Performs complex duties to relieve the section supervisor of administrative details: Handles intricate tasks to assist the section supervisor with administrative responsibilities.
4. Coordinates communication and activities with other sections, students, and parents: Manages interactions and activities involving other sections, students, and parents.
5. Serves as office manager and receptionist for the section: Acts as the office manager and receptionist for the section.
6. Greets visitors and answers phones: Welcomes visitors and handles phone calls.
7. Orders and maintains supplies: Purchases and manages inventory of office supplies.
8. Organizes and establishes filing and record-keeping systems; opens, routes, and sorts daily transactions: Sets up and maintains filing and record systems, and processes daily paperwork.
9. Responds to requests on information from students and parents: Provides information to students and parents as requested.
10. Assists in preparing daily student and staff attendance reports: Helps in compiling daily attendance records for students and staff.
11. Prepares and types a wide variety of materials such as correspondence, reports, and forms: Creates and types various documents including letters, reports, and forms.
12. Maintains confidentiality of records and information: Ensures that all records and information are kept confidential.
13. Schedules meetings, conferences, and appointments: Arranges and organizes meetings, conferences, and appointments.
14. Performs other related duties as required: Carries out additional tasks as needed.

Qualifications

1. **A minimum of high school diploma or equivalent:** Requires at least a high school diploma or its equivalent.
2. **Modern office practices, procedures, and equipment:** Familiarity with current office tasks, systems, and technology.
3. **Record-keeping and report writing techniques:** Skills in maintaining records and writing reports.
4. **Correct English usage, grammar, spelling, punctuation, and vocabulary:** Proficiency in accurate English usage, including grammar, spelling, punctuation, and vocabulary.
5. **Oral and written communication skills:** Abilities in both speaking and writing effectively.
6. **Interpersonal skills using tact, patience, and courtesy:** Skills in interacting with others using diplomacy, patience, and politeness.
7. **Telephone techniques and etiquette:** Knowledge of proper phone handling and etiquette.
8. **Honest and hardworking:** Demonstrates integrity and a strong work ethic.

WORKER

Reports To: ASSISTANT GENERAL MANAGER

Job Description

The worker performs duties related to the cleanliness and order of the school campus. They are also expected to be skilled to semi-skilled maintenance workers.

Job Responsibilities

1. **Maintains the school campus, facilities, and bathrooms clean throughout the day:** Ensures that the school campus, facilities, and bathrooms are kept clean throughout the day.
2. **Assists in monitoring the school's gates:** Helps oversee the school's gates.
3. **Performs urgent purchases:** Handles immediate purchasing needs.
4. **Assists in organizing school major programs:** Helps with the organization of significant school programs.
5. **Performs photocopying and distribution of documents among the different sections:** Manages photocopying and distributes documents to various sections.
6. **Replaces broken window glass; makes routine repairs to doors, windows, roofs, locks, floors, and other items; repairs and replaces floor and ceiling tiles; installs and repairs door knobs; repairs chairs, desks, cabinets, appliances, and other equipment:** Fixes broken window glass, conducts routine repairs, and maintains various items and equipment.
7. **Troubleshoots electrical problems and performs routine repairs as appropriate; repairs or replaces switches, cover plates, and light bulbs; shuts down electrical supply during emergencies as necessary:** Identifies and fixes electrical issues, repairs components, and manages electrical supply during emergencies.
8. **Operates a variety of tools and equipment such as drain cleaning tools, paint and painting equipment, plumbing tools, saws, drill motors, drill presses, and welder:** Uses different tools and equipment for maintenance tasks.
9. **Picks up and delivers a variety of supplies, materials, and equipment as needed:** Transports supplies, materials, and equipment as required.
10. **Assists skilled maintenance personnel as required; communicates with skilled maintenance personnel concerning needed repairs as necessary:** Supports maintenance personnel and communicates repair needs.
11. **Observes and rectifies safety hazards or reports to appropriate employee:** Identifies and addresses safety hazards or informs the relevant employee.
12. **Performs other related duties as required:** Carries out additional tasks as needed.

Job Qualifications

1. **Knowledge of basic methods, materials, tools, terminology, and equipment used in the maintenance trades:** Understanding of fundamental techniques, resources, tools, terms, and equipment relevant to maintenance work.
2. **Work cooperatively with others:** Ability to collaborate effectively with team members.
3. **Physically fit and enjoys a strong body:** Maintains good physical health and enjoys physical activity.
4. **Able to lift heavy objects:** Capable of lifting and handling heavy items.
5. **Obedient and hardworking:** Demonstrates reliability and a strong work ethic.

INSTRUCTIONAL STAFF POLICIES AND GUIDELINES

The teacher is considered the core of the school. Teachers are directly responsible for carrying out curricular instructions inside and outside the classrooms.

The teacher plans, organizes, and administers learning experiences, which contribute to each and every student's optimal development - these experiences may occur within and outside the classroom. The Teacher is also responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, social, and psychological growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with the school's curricular objectives, vision and policies.

RESPONSIBILITIES

The areas of responsibilities include instruction, administration, extra-curricular, professional development and class advisor activities.

All teachers are required to observe to the following instructions:

1. **Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences:** Designs and executes teaching activities that foster an environment where students are engaged and learning is meaningful.
2. **Identifies and selects instructional strategies to meet the needs of the students with varying backgrounds, learning styles, and special needs:** Chooses and applies teaching methods that address diverse student needs and learning preferences.
3. **Assists in assessing changing curricular needs and offers plans for improvement:** Helps evaluate evolving curriculum requirements and suggests ways to enhance it.
4. **Maintains effective and efficient record-keeping procedures:** Keeps accurate and organized records.
5. **Provides a positive environment in which students are encouraged to be actively engaged in the learning process:** Creates an encouraging atmosphere that promotes active student participation in learning.
6. **Communicates effectively, both orally and in writing, with students, parents, and other professionals:** Expresses ideas clearly and effectively in both spoken and written forms when interacting with students, parents, and colleagues.
7. **Collaborates with peers to enhance the instructional environment:** Works together with colleagues to improve the teaching and learning setting.
8. **Models professional and ethical standards when dealing with students, parents, peers, and superiors:** Demonstrates high standards of professionalism and ethics in interactions with all stakeholders.
9. **Ensures that student growth and achievement are continuous and appropriate for age group, subject area:** Monitors and supports ongoing student development and success that is suitable for their age and subject area.
10. **Participates in training, meetings, and school programs:** Engages in professional development and school-related activities.

11. **Meets professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating:** Fulfills job responsibilities by working efficiently, adhering to deadlines, and coordinating tasks.
12. **Performs other duties and responsibilities as assigned by superiors:** Carries out additional tasks as directed by supervisors.

QUALIFICATIONS

1. **The teacher applicant shall hold a valid teacher's certificate appropriate for his/her assignment and be a graduate of an approved college or university:** The applicant must possess a valid teaching certification suitable for the assigned role and have graduated from an accredited college or university.
2. **The teacher applicant must have high moral character:** The applicant should demonstrate strong ethical principles.
3. **The applicant shall be student-centered, caring, and committed to the premise that all children can learn:** The applicant should focus on students, show care, and be dedicated to the belief that every child has the potential to learn.
4. **The teacher applicant shall possess organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels:** The applicant should have strong organizational skills, be able to communicate effectively, be flexible, show enthusiasm for teaching, maintain a positive attitude, and be willing to work with students of all levels.
5. **The teacher applicant shall be knowledgeable in academic areas, learning theories, teaching strategies and have training in classroom management and discipline:** The applicant should have expertise in academic subjects, understand learning theories, be familiar with teaching strategies, and have training in managing classrooms and maintaining discipline.
6. **The teacher applicant shall be professional in appearance, in manner, and in attitude:** The applicant should exhibit professionalism in their appearance, behavior, and attitude.
7. **Correct English usage, grammar, spelling, punctuation, and vocabulary:** Proficiency in proper English usage, including grammar, spelling, punctuation, and vocabulary.
8. **Oral and written communication skills:** Ability to effectively communicate both verbally and in writing.

CLASS TEACHERS

Kindergarten and Grades one and two classes have teachers that teach all subjects. Class teachers are required to promote the welfare of all students in their classes. It is the responsibility of the class teacher to maintain the classroom clean and attractive at all times.

A Class teacher is required to attend two Grade-Level meetings every month to discuss instructional strategies used and prepare lesson plans and exams. Class Teachers are required to prepare the seating chart. Class Teachers are also required to read and explain announcements to the class and perform follow-up when required.

The school management will select a coordinator for each level to supervise and lead the operation of peer class teachers and all academic aspects related to his/her respective level.

CLASS ADVISORS

Class advisors from Grade 3 onward are assigned to each class. They are responsible for the welfare of the classroom and the students in general. The Class Advisor is required to develop with his/her students a relationship based on mutual trust, respect, and understanding. Classes Advisors are required to prepare the seating chart and. Class Advisors are also required to read and explain announcements to the class and perform follow-up when required. Class Teachers are implicitly considered Class Advisors as well.

KINDERGARTEN TEACHERS

In addition to the responsibilities of ordinary teachers, Kindergarten teachers are required to observe the following:

1. **Provide a quality, safe, and loving environment for the children:** Create an environment that is high-quality, safe, and nurturing for children.
2. **Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring, and sensitive manner:** Ensure the children's safety and address their needs and issues with patience, care, and sensitivity.
3. **Provide a proper role model for children:** Act as a positive and appropriate example for children to follow.
4. **Assist children with snack and breakfast meals; and observe the physical and personal hygiene needs of the children:** Help children with their snacks and breakfast, and monitor their physical and personal hygiene needs.
5. **Provide guidance and encouragement with various learning activities; assist in promoting self-esteem and a healthy self-image:** Offer support and motivation during learning activities, and help enhance children's self-esteem and self-image.

ASSISTANT TEACHERS

The Assistant Teacher performs a variety of instructional activities. The responsibilities of Assistant Teachers are the following:

- 1. Assist teachers in the presentation of learning materials and in the conduct of instructional exercises:** Help teachers with presenting learning materials and conducting instructional activities.
- 2. Tutor individual students and small groups of students to reinforce and follow up learning activities:** Provide tutoring to individual students and small groups to strengthen and follow up on their learning activities.
- 3. Directs students into safe learning activities and functions, and assists in the shaping of appropriate behavior:** Guide students into safe learning activities and help shape appropriate behavior.
- 4. Assist teachers in checking homework and test papers:** Help teachers with reviewing and grading homework and test papers.
- 5. Act as a substitute teacher in the absence of the primary teacher:** Serve as a replacement teacher when the regular teacher is unavailable.

SUBJECT COORDINATORS

Subject Coordinators are selected by the Academic Manager. Subject Coordinators are expected to exemplify excellent professional practice and demonstrate a positive model which leads concerned teachers to excel in their jobs. Subject Coordinators play a vital role in reviewing and improving the curriculum. Subject Coordinators are directly responsible for the curricular review of their subject area and recommending the instructional strategies. They may also participate in the evaluation of concerned teachers. They are required to support, coach and train concerned teachers. On the other hand, concerned teachers are obliged to follow the lead of subject coordinators.

SUBSTITUTE TEACHER EXPECTATIONS

Substitute teachers are expected to observe the following:

- 1. Follow plans left by the absent staff member: Adhere to the lesson plans and instructions provided by the staff member who is not present.**
- 2. Keep discipline according to the guidelines established for that room: Maintain order and discipline in accordance with the rules set for the classroom.**
- 3. Make a note of all problems: Record any issues or problems that arise during the absence of the regular teacher.**
- 4. Take over a teacher's duties including noon and bus duty if necessary: Assume additional responsibilities such as supervising lunch or bus duty if required.**
- 5. Keep attendance records: Document student attendance accurately.**
- 6. Keep record of any money collected or turned in: Track any funds collected or returned during the day.**
- 7. Keep record of all notices received during the school day: Maintain a record of any notices or communications received throughout the day.**

- 8. Brief the absent teacher on the performance of the class during his/her absence: Provide a summary of how the class performed and any relevant information to the teacher upon their return.**

CURRICULUM AND CURRICULUM DEVELOPMENT

All teachers are required to meet the expectations of the school curricular objectives. The school curriculum adopts California's Content Standards for Public School, specifically in the areas of Mathematics, Science and English and Language-Art. The curricular expectations can only be met through the proper implementation of all aspects of the curriculum. The curriculum is carefully aligned against various resources. In addition, standard implementation of the curriculum should include the planning and preparation of class activities, homework, instructional strategies, external resources and assessment strategies.

Teachers are advised to review the curriculum before planning their lessons. And it is important to note that the proper implementation of the curriculum is a key factor in evaluating the teacher's performance.

All teachers are required to recommend any modification to the curriculum to further improve it. However, some teachers are required to attend regular meeting for the sake of reviewing the curriculum.

INSTRUCTIONAL STRATEGIES

The school intends to implement modern instructional strategies to improve students' learning and maximize their academic achievements. All teachers are required to follow the instructional strategies recommended by the school.

MEETINGS

Teachers are required to attend all meetings. The school conducts various meetings, such as Grade-Level meetings, section meetings, and committees' meetings. Teachers must bear in mind that all discussions and opinions expressed in meetings are strictly confidential and under no circumstances discuss any of the issues that took place in a meeting in the presence of anyone who was not present at that meeting without prior consent.

ADMINISTRATION

Teachers are expected to perform some administrative tasks. Some of these tasks are:

1. Maintain pupil records of achievement, attendance, test performance, and progress: Keep detailed records of students' achievements, attendance, test results, and overall progress.

2. Report to the section supervisor and communicate with parents any academic and disciplinary problems: Inform the section supervisor and parents about any issues related to academic performance or behavior.

3. Report students' attendance on a daily basis to the section supervisor: Provide daily attendance reports to the section supervisor.

Provide campus supervision, as assigned by the section supervisor: Oversee and monitor activities around the campus according to the supervisor's assignments.

4. Respond to parents' queries and requests: Address and answer any questions or requests from parents.

5. Attend parents' meetings: Participate in meetings with parents to discuss student progress and concerns.

6. Observe the health and physical conditions of students and report serious cases to the section supervisor: Monitor students' health and physical conditions, and report any serious issues to the section supervisor.

Occasional absences are unavoidable. Proper planning will minimize its effect on the students, 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 Section Supervisor **before 6.00 am.** Lesson plans, written assignments or worksheets are to be submitted to the Section Supervisor no later than 6:15 am.

Teachers should not be absent at the first sign of discomfort, but should have a sense of responsibility towards their students.

What is certainly not acceptable for teachers is to get sunburned, have a hectic weekend or a late evening out and then spend a school day in bed.

CLASSROOM MANAGEMENT

A student's conduct inside the classroom is crucial to the educational process. Teachers are expected to foster safe, healthy, and attractive conditions in the classroom and on campus. Teachers must implement the school's procedure fairly and consistently. All teachers must report behavior to the section supervisor. Classroom management is a major area of observation in teachers' evaluation.

DISPLAY OF STUDENT WORK

Teachers are encouraged to display student work. This work should be of high quality and something an average student or parent would be proud to have presented. At no time, will any work that is demeaning to any member of the school community, adult or child, be presented in any type of public forum.

Production of such work should be strongly discouraged in the first place.

SUPERVISION

Students should never be left unsupervised. If it is necessary for a teacher to leave the classroom for any reason, a neighboring teacher, or some other person designated by the section supervisor may be requested to assume this responsibility. And to prevent theft, littering and vandalism, remember to ensure that the classrooms are empty during break times.

HOME – TIME DUTY

To ensure the safety of students inside the school campus at all times, one or two teachers will be assigned to remain in school every day after school hours and until all students leave the school. The assignment of teachers will be scheduled by each section supervisor.

EARLY DISMISSAL

Teachers are not allowed to dismiss any student with an official notice from the section supervisor. The teachers are also expected to prevent any student from leaving the school campus during the day. A student who becomes ill during the school day should, with the section supervisor's permission, be sent to the school nurse.

QUIZZES, UNITS/CHAPTER TESTS AND WEEKLY PLANS

Teachers are required to conduct tests at the end of every chapter or unit. However, teachers are encouraged to conduct short quizzes when necessary. Unit/chapter tests and quizzes must adhere to and reinforce the curricular objectives.

Grade 1, Grade 2 and Grade 3 coordinators along with subject coordinators are required to prepare weekly plans in accordance with each level curriculum. On Saturday of every week, the school will provide Grade 1 to Grade 10 students with a weekly plan.

This weekly plan highlights and serves as a preview of all topics, requirements and events that will take place throughout the week.

PREPARATION OF TEST PAPERS AND WORKSHEETS

Grade 1 and Grade 2 coordinators, along with subjects' coordinators are responsible for leading the preparation of exams. However, test papers and worksheets must conform to the curricular objectives. Questions must be thoughtful and purposeful. The format of high school papers, in the areas of Mathematics and English, should resemble to the SAT 1 (Reasoning Test) format as much as possible.

Teachers assigned by their respective coordinators to prepare test papers or worksheets, are responsible for typing the exam in accordance to accurate format and layout, pre-defined objectives and specified instructions. Teachers who fail to meet the submission deadline will be issued a warning notice and the consequences may escalate as a result of further incidents.

SPECIAL EXAMS

Teachers may be required to prepare test papers for retesting students. However, teachers are not to conduct any retesting without an official notice from the section supervisor.

MARKING OF TEST PAPERS

Teachers are responsible for checking of test papers. However, when checking final papers, the section supervisors will form committees. Each committee will be responsible for checking test papers, verifying of scores and reporting of marks. During final exams, teachers are not allowed to leave the school unless all his/her test papers are checked.

SCHOOL REQUIREMENTS

Teachers are advised and required to give homework, class activities, unit/chapter tests and projects. Teacher must check school requirements correct spelling errors. Students who do not do homework must be reported to their parents through their diaries. Please be on the lookout for students who copy their work. Copying school requirements is a worse offense than not doing it.

MAJOR EXAMS

The school requires the students to attend one mid-term and one major exam every semester:

1. First, Second and Third semester (Mid Term and Final exam each term)

A student must clear his/her due balance in order to take either exam. The school issues a report card, after each major exam. Early exams, under any circumstances,

are strictly prohibited. If a student misses an exam, he/she must present to the school a strong and valid excuse and must be accepted by the school in order to allow the student to take a make-up exam. A student is required to take make-up exams if he/she fails two or more subjects at the end of the school year. In addition, a student will also be required to take a make-up exam if he/she fails. Failure to pass the make-up exams will result in retaining the students in the same grade level.

-----GRADING SYSTEM-----

The academic year will be divided into two or three semesters. Each semester is divided to school requirement and Final.

School Requirements out of 60 marks

Final out of 40 marks

Total 100 marks

GENERAL DISTRIBUTION FOR THE MARKS FOR EACH SUBJECTS

Non-English Subjects (All subjects except English Language Art)

Exam	Mid Term	Participation	Behavior	Projects	H.W	Total
40%	20 %	15 %	10 %	5 %	10 %	100%

ENGLISH SUBJECTS (Language Art)

Exam	Mid Term	Participation	Behavior	Projects	H.W	Total
40%	20 %	15 %	10 %	5 %	10 %	100%
A(20) B(20)						

GRADE POINT AVERAGE (GPA)

A Grade Point Average is one way of summarizing a student's performance as a single number. In a broad sense, it is an average of the grades a student has achieved in all his/her subjects. Grade Point Averages are used as a way for educational institutions to compare the results of students from different schools. The letter grades are mapped against a 4.0 scale. Each grade is assigned a numerical value ranging from 4.0 to 0.0, with 4.0 being the highest and 0.0 the lowest. The following table shows the conversion from letter grades to 4.0 scale numerical grades:

Achievement of the ANIS Curriculum Expectations	
A / A+	Student has demonstrated the required knowledge and skills. أثبت الطالب المعارف والمهارات المطلوبة
B / B+	Student has demonstrated most of the required knowledge and skills. أثبت الطالب معظم المعارف والمهارات المطلوبة
C / C+	Student has demonstrated some of the required knowledge and skills. أثبت الطالب بعض المعارف والمهارات المطلوبة
D / D+	Student has limited understanding of the required knowledge and skills. لدى الطالب فهم محدود للمعارف والمهارات المطلوبة
F	Student has not demonstrated the required knowledge and skills. لم يثبت الطالب المعارف والمهارات المطلوبة

A student GPA is calculated by summing up the value of the grades and then dividing by the number of grades. This results in an average that ranges between 0 and 4.0. With 4.0 been the highest and 0 the lowest.

VERIFICATION OF MARKS

In a response to a parent request, the school will form a committee of teachers to review and verify the marks achieved by a student in a particular subject.

PLACEMENT AND TRANSFER OF STUDENTS

The Class Teachers and Class Advisors are responsible for placement of students. Parents do not have the right to participate in this responsibility or deny the teacher's judgment. When placing students inside the classrooms, front seats are granted to students with medical problems, otherwise the height is used in arranging the students. Based on the recommendation of a Class Teacher or a Class Advisor, the school can transfer a student to another classroom if it decides that it is for the benefit of the student or the benefit of the class. The school will inform the parents about the transfer and parents cannot reverse the school decision.

PRIVATE TUTORING LESSONS

Tutoring of students is sometimes a legitimate means of assisting students. To avoid conflict of interest, confusion and embarrassing situations, the following guidelines are to be followed:

- 1. Teachers are not to tutor students who take instruction from them in the classroom.**
- 2. At no time will privately lessons conflict with detention, school events, department meetings, or other school activities.**
- 3. Teachers must not give hints or specific instructions on how the actual tests look like.**
- 4. Teachers must not share the actual exams with the students.**
- 5. Teachers must maintain the school's internal affairs confidential.**
- 6. Teachers are not to involve the school in any problem caused by the private tutoring.**

STUDENT – TEACHER RELATIONSHIP

All teachers must establish a healthy and good relationship with students based on good moral and ethics. Teachers are required to follow the instructions below when dealing with students:

- 1. All teachers must establish a healthy and good relationship with students based on good moral and ethics.**
- 2. Do not take any action which may be interpreted as prejudice. Make sure you address all students in the same manner and treat them as equal.**
- 3. Never distinguish between students with respect to nationality, religion, or color. Even a reference to a particular group (e.g., "You Arabs", "You British", etc.) is unacceptable. Teachers are expected to be equally courteous to all students. Furthermore, all teachers are expected to help in creating a single international community and avoid any talk, action, or grouping referring to, or stemming from, nationality, race, or creed differences.**
- 4. Teachers must refrain from exposing their personal affairs with the students.**
- 5. Relationships between teachers and students should be friendly but formal. Students may never call teachers by their first names.**
- 6. Teachers are not permitted to physically strike a student and should only restrain a student. However, physical intervention may be inevitable**

when it is necessary to protect a student or prevent an assault on another student.

- 7. When dealing with students, teachers should always be very polite, but firm and strict. Remember to remain calm at all times, for it is when one loses their temper that mistakes can happen and mischievous students feel a “sense of achievement.”**
- 8. It is important for teachers to respect students. Shouting, sarcasm, or insults are extremely harmful and totally unacceptable. Instead, teachers are expected to resort to encouragement and praise, even when correcting the students. Always be fair and calm, and report difficult situations to the Section Supervisor. Offending students can always be dealt with firmness and calmness, and the right action can be taken without resorting to shouting or insults.**
- 9. Do not humiliate students in front of a class (or at any other time). Talk to them alone, calmly, showing them how they have made a mistake. If necessary, students can be punished, but there is no gain in humiliating them. Whenever you encounter a problem with a student, talk to the student first, if necessary, privately. It is also advisable to talk to him/her before the problem worsens. If the problem needs to be discussed further, discuss it with the appropriate school official.**

PARENT – TEACHER RELATIONSHIP

Although the school encourages communication with parents, teachers may not communicate directly with parents or guardians of students. When parents approach teachers, the teachers should politely tell them that the school rules require that all discussions should be conducted with school officials, not with teachers. However, teachers must respond to written complains and comments made by parents, while at the same time, may initiate written communication with parents.

In addition, teachers are not allowed to receive money or gifts from parents in return of favors or withheld of a school action.

STAFF ATTENDANCE AND WORKING HOURS

Staff members are expected to come to work regularly and on time. For this reason, excessive or habitual absenteeism or tardiness (even for "justifiable" reasons) will result in disciplinary measures taken against the employee. If an employee must be absent from work or late for some unavoidable reason, he/she must notify the immediate superior at the beginning of the workday or before if the absence is for a reason other than illness.

The school acknowledges the following excuses for absence:

1. Illness.
2. Death or serious illness within the staff member's immediate family.
3. Specially recognized religious holidays.
4. Legal court or police summons.
5. Weather or road conditions making travel dangerous.

Working hours for staff members are from **6:00 a.m. to 1:30 p.m.** However, working hours may extend beyond that if the school office calls for meeting, circulation of special duties, or in the event of school major events and programs.

STAFF RECRUITMENT, RESIGNATION AND TERMINATION

EMPLOYMENT CONTRACT

A term contract is a contract of employment for a fixed term between the school and an employee. All employees shall be employed under officially approved, written term contracts executed by the General Manager or Assistant General Manager.

A person employed under a term contract has no expectation of employment and no property interest in a contract beyond its term. The length of each employee's contract is set by official action of the General Manager or Assistant General Manager.

Contracts shall be considered for renewal based upon the needs of the school and the performance of the employee.

RECRUITMENT

New Vision International School is committed to employing Saudi citizens and aliens with a legal status. The school does not employ any individual who is not documented to legally stay in Saudi Arabia.

New Vision International School initiates the recruiting process in response to replacing a terminated employee or enhancing the school performance.

The school hires all staff with an employment contract that includes the starting salary, title and duration of employment. However, all new employees will undergo a three months trial and the school preserves the right to cancel the contract if the performance of the new employee is determined to be unsatisfactory.

RESIGNATION

New Vision International School requests that employees planning to terminate their employment give as such advance notice as possible. Employees who resign voluntarily must give a minimum of 30 working days' notice in writing to their immediate superior. Employees who surprise the school with their resignation may risk denying their benefits as well as the issuance of a Certificate of Experience.

VERBAL WARNINGS

In a typical work environment and working relationship between an employee and immediate supervisor, the supervisor instructs employees on work responsibilities, performance and conduct in order to produce useful work. Employees are expected to follow the directions of the supervisor and take whatever corrective actions required.

WRITTEN WARNINGS

At times an employee's performance may continue to fall short of the required and expected level. At other times, an employee may continue to neglect all verbal warnings and directions made by his/her supervisor. In such cases, the supervisor may find it necessary to ensure that the employee understands the importance of correcting deficiency. The supervisor may issue a written warning clearly stating the problem and actions needed to bring performance up to a satisfactory level within a specific time frame. Copies of all written warnings issued against an employee will be placed in his/her file.

SALARY DEDUCTIONS

In certain circumstances, supervisors may need to further emphasize the importance of improvement. If an employee fails to correct the inappropriate behavior or performance, the supervisor, in coordination with the school management, will deduct from the employee's salary an amount relative to violation.

TERMINATION

If an employee fails to improve after being given a full and fair opportunity, the school may initiate termination. The school General Manager or Assistant General Manager will prepare a written document describing the actions resulting in the termination.

The discharge of an employee for repeated minor violations generally should be preceded by verbal warnings, written warnings and salary deductions. However, at the school's discretion, employees may be separated from the school without prior disciplinary measures as a result of a major offence.

In rare cases, the school may initiate reduction in staff because of decreased enrollment, budgetary considerations, phasing out of programs, departments, or for other just causes. Note that falsification of information on documents used for consideration of employment or reassignment will conclude instant termination.

END OF THE YEAR CLEARANCE

Upon the issuance of books, materials any equipment's, the receiving employee will sign a form documenting all resources received. It is essential that all employees return all resources at the end of the school year in good conditions. The school will suspend an employee's salary until all resources are returned or a compensation payment is made.

FIRE DRILLS

Fire Drills are necessary to help ensure the most efficient and safe means to evacuate the building at any time during the school day. All employees will receive an Emergency Manual that includes all the instructions to be followed during emergencies.

Here are some general guidelines that all teachers should consider during emergencies:

1. Leave the building with your students under your supervision during fire drills.
2. Close the door and turn off the lights as you leave the area and make a visual inspection for remaining students.
3. Move your students at least 50 feet from the building.
4. Stop all outside classroom activities and form groups. Orderly conduct is an absolute essential.
5. Have students walk quickly, but do not allow them to run.
6. Do not allow any talking during the drill so that all students may hear your instructions.
7. Do not allow anyone, including yourself, to reenter the building unless an "all clear" signal is given.

EMERGENCY RESPONSE COMMITTEE

The Emergency Response Committee consists of staff members. The committee is responsible for creating emergency plans and drills. These plans will be put into red folders and provided to all staff. A series of staff meetings will be held early in the year until we are all comfortable with the different procedures necessary to ensure the safety of students and school staff. The Emergency Response Committee will continue to meet in order to update emergency plans and to plan various emergency drills.

CODE OF ETHICS AND CONDUCT

In any organization it is important that all employees work together for the good of the whole so that the rights and interests of both the organization and the employees are reserved. This is particularly so at New Vision International School where we strive to provide the highest quality education. The importance of this matter means that the school may take disciplinary action (up to and including discharge) against any staff member for failing to adhere to recognized standards of behavior. Such failure has already been noted elsewhere in this handbook under various sections.

- Conduct business honestly, openly, and with complete integrity.
- Avoid acting as an agent or solicitor for the sale of school books, supplies, or equipment, soliciting or promoting such sales to individuals or groups, or receiving any fee or reward for such sales.
- Never use confidential information concerning the property or affairs of the school to gain financial or other private interest for oneself or others.
- Refrain from accepting any gift, free services, or anything of value for or because of any act performed or withheld.
- Avoid preferential treatment of one outside interest group, company, or individual over another.
- Use school property only for officially authorized activities.
- Avoid using professional relationships or authority with students or employees for personal advantage.
- Keep in confidence information about students and employees obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Avoid making false or malicious statements about students or employees.
- Refrain from subjecting students and employees to embarrassment or disparagement.
- Shall not engage in any intimate behavior with a student or another employee, with or without consent, and shall maintain a professional approach. Sexually related behaviors include sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.
- Exemplify behaviors that maintain the dignity and integrity of the profession.
- Support and enforce the policies of the school.

SAFETY OF THE ENVIRONMENT

Creating a classroom that is organized and that is characterized by mutual respect makes it a lot easier to teach effectively, and one of the most important things teachers should do to promote learning is to create a classroom environment where students feel safe. Students need to feel safe and secure in order to learn and participate. They need to feel secure in order to want to participate.

Teachers and all staff members should be able to provide a safe environment that is free from negative verbal interaction or threats as a form of discipline.

EVALUATION

Periodic written evaluations of employees' performance shall be conducted and reviewed by the school management. The completed evaluations will be discussed with the employee prior to the submission of recommendations. The result of multiple evaluation sessions may conclude an assignment involving an additional salary, recognition or appreciation awards, as well as termination. Teachers can find additional information in the Staff Evaluation Handbook.

SMOKING

New Vision International School adopts a no-smoking policy. Smoking is prohibited in any area of the school, including private office.

DRESS CODE

Female Staff & Students Appearance & Dress Code

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. The dress code serves an important role to provide a safe school environment, establish mutual respect, and create a learning environment free from distraction for students. Its purpose is to foster students' pride in them and to instill the attitudes, values, and standards reflected by the society in which the students will take their place. All clothing shall be neat, clean and acceptable in appearance and shall be worn within the bounds of our cultural decency and good taste as appropriate for a school.

Employees shall not wear on the outside of their clothing and jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

Therefore, the following code will apply to all female staff including principals, teachers, counselors, aides, secretaries, and administrators throughout the school. It is to be applied for all the days.

All female staff members **MUST** adhere to the conservative code of Saudi Arabia while working at the school. Comfortable but conservative clothing must be worn during the school's working hours. Scruffy or wrinkled clothes, flip-flops, jeans, and uncombed hair are not allowed. Clothes that maintain a professional and appropriate appearance are neat, clean, and in good repair.

Please note the following guidelines for the Dress & Appearance Code and be informed that just like the students, the uniform will be monitored on daily basis:

- Employees are allowed to wear long ankle length skirt either dark blue, black or grey in color.
- Employees are allowed to wear long **loose** pants either dark blue or black in color.
- The blouse on the pants should be as long as covering the hips.
- They are not allowed to wear jeggings, leggings, loose jeans, cargo pants, tights, track pants etc.
- No abnormal hair color like red, green, blue, violet, etc.
- No "BOY" haircuts for any employee or student.
- No sleeveless dresses, blouses, T-shirts or tank tops. Sleeves must be midway between the shoulder and elbow.
- No low-cut dresses, blouses, T-shirts or tank tops – no cleavage.
- No tight form fitting dresses, leggings, skirts or slacks.

- No short skirts or dresses or slits above the middle of the leg.
- No pedal pushers, jeans, leggings, hipsters, tracksuit pants or tracksuits.
- No flip flop shoes.
- No denim jeans
- No spaghetti straps, no sleeveless less than two (2) inches, unless covered by a jacket or a top
- No graphic T-shirts
- No hats
- No showing of skin between shirts and pants/skirts.
- The colors of the clothes will be determined by each section of the school.

Staff members must confirm to these rules; otherwise, they will receive a written warning according to the school's policy. A number of warnings may lead to contract termination, as the contract and the school's laws indicate.

Second Break

Students will have the break inside the classes and the 6th period teacher will be responsible to stay with them.

Home Time/After School Duty:

To ensure the safety of students inside the school campus at all times, one or two teachers will be assigned to remain in school every day after school hours and until all the students leave the school. The assignment of teachers will be scheduled by each section supervisor.

Student Pass:

Each teacher will be allotted Student Passes (sample picture shown below) which will be available to each teacher entering. The teachers should use the Student Pass in order to allow the students to leave the class for different purposes like Bathroom Break, Water Break, Canteen Break, Leaving the School Premises on an earlier note etc.

Please be informed that there will be only TWO STUDENT PASSES appointed to each teacher. Therefore, the teachers are not allowed to permit more than two students at a time to leave their class.

Student Diary Notes:

Diaries are considered effective tools in communicating with parents. Teachers need to make sure the class works, and the homework assignments are checked on daily basis and if any queries, should contact the parents through the diaries. They should maximize the use of notebooks and diaries. Therefore, the home room teachers should make sure that they check the student's diaries on daily basis during the first hour in the morning to check any notifications from parents. The latter concern must be responded in the most appropriate and acceptable way. Moreover, concerned parents who demand for daily updates of their child's performance must also be well attended through diaries.

SCHOOL POLICIES (KINDLY TAKE NOTE THAT THE INSTRUCTIONS MENTIONED BELOW ARE UPDATED TO CHANGE)

School policy regarding daily presence and lateness.

- 1- Your daily presence is recorded by the eye print devices existed in every section.
- 2- No employee has the right to turn off the eye print device without an official permission from the administration.
- 3- If anyone is absent without an official permission, there will be a salary deduction for the absence days.
- 4- In case of having an excused absence, the reports are handed to the direct administration, then to the HR and to the general manager for approval
- 5- The approved reports are returned back to the HR.
- 6- If your absence is based on official vacations the applications are sent to the direct administration, then to the HR and to the general manager for approval according to the credit of days the employee still has. All goes by official emails.
- 7- If the employee forgets to eye print in and out, there will be a one-day salary deduction.
- 8- If the employee forgets to eye print in or out, there will be half a day salary deduction.
- 9- Salaries are calculated starting from day 1 till day 30/31 of each month.
- 10- Salaries are given on the 8th after every month and there are no exceptions to get the salary before the assigned date.
- 11- Whenever any employee has any notes regarding salary deduction, an official email is sent to the HR to clarify the problem and if they realize the problem, the money will be added to the next month's salary.
- 12- The direct principal makes sure that all the employees had signed in every morning and there are no excuses for those who forgot. Otherwise, there will be a deduction on the principal's salary
- 13- The attendance record is not dependable without the eye print device.
- 14- The official email of the school is the only mean of communication
Between the administration, the employees and the HR as a result any verbal communication will not be considered.

- 15- If the employee is late for any reason, there will be salary deduction according to the following table.

	Kind of infraction	The percentage of the salary deduction per day			
		1 st time	2 nd time	3 rd time	4 th time
1	Being late for 15 mins. Without permission and without affecting others' work	Warning letter	5%	10%	20%
2	Being late for 15 mins. Without permission and affecting others' work	Warning letter	15%	25%	50%
3	Being late for more than 15 -30 mins. Without permission and without affecting others' work	10%	15%	25%	50%
4	Being late for more than 15 -30 mins. Without permission and affecting others' work	25%	50%	75%	A full day
5	Being late for more than 30-60 mins. Without permission and without affecting others' work	25%	50%	75%	A full day
6	Being late for more than 30-60 mins. Without permission and affecting others' work	30%	50%	A full day	Two days
7	Being late for more than 60 mins. Without permission and with or without affecting others' work	Warning letter	A full day	Two days	Three days
		In addition to deducting the lateness hours			

- If the employee quits without a formal resignation or informing the administration for any reason, no salary will be given for the days he/she worked.
- If the employee wants to quit, he/she needs to inform the administration before the time of renewing the contract by sending a formal email to the administration and the HR after informing the direct principal verbally.
- The employee's resignation is sent to the HR and the general manager to be approved and if it's approving the direct principal approves or rejects it.
- Finally, a quittance is given to the employee and is sent to the accountant.

The End