

## **Abida Zahid Hussain**

I have been actively working in the field of education in the U.A.E. since 1984. I had the opportunities to undertake various key tasks/assignments and work at different administrative positions in schools. My specialties include preparation of standards-based American curriculum, assessment systems, lesson planning, instruction strategies, conduct of international benchmark/standardized tests etc.

I have the honor of achieving milestone accomplishments by undertaking the challenging task of achieving full accreditation to AdvancED for two American private schools, first in 2013 and second in 2016.

**EDUCATIONAL QUALIFICATION:    Master in Education (A grade), 1983**  
**Institute of Education & Research, Punjab**  
**University, Lahore, Pakistan**

### **Courses of study included the following;**

- School Organization/Management
- Developmental Psychology
- Advanced Educational Psychology
- Audio/Visual aids in Education
- Primary / Secondary Schools Curriculum
- Principles of Guidance
- Philosophy of Education
- Teaching of Language Arts, Science, Social Studies, Mathematics
- Thesis Project undertaken;  
**Evaluation of Pre-Primary Language Program**

**Bachelor of Science, Punjab University Lahore, Pakistan (1980)**  
**Major subjects - ‘Biology & Chemistry’**

### **WORK PROFILE**

- **Principal , Al Rushed American School, Sharjah:    From Sep. 2016 till date.**
- **Vice Principal, Iqraa International School Sharjah:    From Sep. 2013 till July 2016.**

### **Responsibilities:**

- Collaborate in the planning and implementation of the school’s strategic plan and goals.
- Organize personnel and physical resources in collaboration with the Principal to meet the learning needs of the students
- Ensure implementation and compliance with all school policies, directives and initiatives.
- Supervise development and implementation of long-term and short-term goals for curriculum and instructional programs, student achievement etc.

- **Preparation of standards based curriculum, assessment system and instruction strategies**
- **Conduct international bench mark tests at the school e.g. ACER, TIMSS, MAP**
- Set up programs for the ongoing improvement and evaluation of curriculum and instructions.
- Participate in workshops and professional learning activities and apply the expertise thus gained to meet the new challenges in a professional manner.
- Introduced Professional Development System and conducted various workshops during three years according to the need of the teaching staff.
- Prepare the school for meeting the prerequisites of Accreditation to AdvancED.
- Prepare reports for the Principal as and when required.

➤ **September 2013 – till the achievement of accreditation (March 2016).;**

**In-charge of tasks concerning Accreditation to AdvancED i.e.,**

- Communication with AdvancED Administration.
- Formation of teams for five AdvancED standards for school self assessment.
- Monitoring/supervising the work progress of each team on the assigned tasks.
- Organizing and conducting professional developmental programs
- Prepare Academic improvement plan according to the requisites of AdvancED standards.
- Prepare School Profile.
- **Prepare and present “School Overview” for “Candidacy Visit” on behalf of school principal**
- **Prepare and present “School Overview” for “External Review” on behalf of school principal**

**NOTE:** [Iqraa International School achieved Candidacy status to AdvancED in March 2014.](#)

[Iqraa International School achieved full accreditation to AdvancED in March, 2016](#)

➤ **Vice Principal at Al Kamal American School Sharjah: From Sep. 2009 to June 2013**

**Responsibilities;**

- Maintain a safe and caring school environment in which mutual trust and respect are evident.
- Organize personnel and physical resources in collaboration with the Principal to meet the learning needs of the students.
- Assist in the supervision and evaluation of teachers and the support staff.
- Monitor /supervise students and implement appropriate disciplinary measures throughout the school day.

- Communicate students' progress and school information to students, parents and teachers
- Ensure implementation and compliance to all school policies, directives and initiatives.

➤ **May 2010 – 2013: Supervisor of all tasks concerning Accreditation to AdvancED.**

**Note: AKAS - Branch achieved full accreditation to AdvancED in February, 2013**

### **Responsibilities:**

- Formation of teams for five AdvancED standards and nomination of team leaders in consultation with the principal
- Monitor/supervise the work progress of each team on the assigned tasks.
- Organize/conduct professional developmental programs
- **Preparing of standards based curriculum, assessment system and instruction strategies**
- **Conduct international bench mark tests at the school e.g. IOWA, PISA, TIMSS and PEARLS**
- Preparation of school improvement plan according to the requisites of AdvancED standards. Launch programs for the ongoing improvement and evaluation of curriculum and instructions.
- Supervise development and implementation of long-term and short-term goals for curriculum and instructional programs, student achievement etc
- Evaluate teachers work performance based on class observation and student achievement level

### **Other work assignments**

- Section In-charge Al Kamal American School, Ramtha – Sharjah: Sep. 2007 – 2009
- Head of Science Department Al Kamal American School, Ramtha - Sharjah: Sep. 2005 Sep. 2007
- Supervisor of senior section Al Ma'arifa International School, Sharjah 1996 – 2000
- Served as Biology, History and Geography teacher for grades 4 to 11 at Al Ma'arifa International School, Sharjah from 2001 till 2005.
- Science and Math teacher at Pakistan Islamia Higher secondary school, Sharjah: 1984 -1991.

### **ADDITIONAL PROFESSIONAL QUALIFICATIONS:**

- **AdvancED International**

2010	Attended	AdvancED Global Conference	2010/2011 in Al Ain UAE
2011	Attended	AdvancED Global Conference	2011/2012 in Dubai, UAE
2012	Attended	AdvancED Global Conference	2012/2013 in Dubai, UAE
2013	Attended	AdvancED Global Conference	2013/2014 in Abu Dhabi, UAE

- 2014 Attended AdvancED Global Conference 2014/2015 in Abu Dhabi , UAE  
 2015 Attended AdvancED Global Conference 20115/2016 in Dubai, UAE
- 2013 Attended 2- day MENA Common Core Conference 2013/2014 in Dubai, UAE  
 2014 Attended 2- day MENA Common Core Conference 2015/2016 in Dubai, UAE
- 2015** Arranged and attended MAP (Measures of Academic Progress) Online Training -  
 Iqraa International School, Sharjah, UAE. (March, 2015).  
 Conducted MAP Tests at Iqraa International School

## **HARCOURT**

- 2014 Attended workshop on “How to Use Science Fusion” (Houghton Mifflin Harcourt & All Prints) conducted by Mr. Hector Ramirez (Education Consultant) - Iqraa International School, Sharjah, UAE.
- 2014 Attended workshop on “Model Lesson of Journeys K-6” by Mrs. Laurie Anderson HMH International Consultant
- 2014 Attended workshop on “Model Lesson of Science Fusion K-9” by Mrs. Laurie Anderson HMH International Consultant
- 2005-2013 Attended many workshops organized by Harcourt & All Prints.
- 2011 Attended HMH International Presentation/Training Seminar “Activities to Enrich and Extend the Math and Science Classroom” at **Beirut, Lebanon**
- 2011 Participated in 13<sup>th</sup> Annual Science and Math Teachers Conference (SMEC 13) at AUB Beirut.

## **TESOL Arabia Conferences/Seminars/Workshops**

### **Member of TESOL Arabia**

- 2003 Participated in the 7<sup>th</sup> Annual Current Trends in English Language Testing Conference UAE.
- 2004 Attended the” Effective Teaching Strategies” at Indian School Ajman UAE.
- 2004 Attended the 3<sup>rd</sup> Annual ESP SIG Conference “Developing Specific Skills through ESP.
- 2004 Participated in the 8<sup>th</sup> Annual Current Trends in English Language Testing Conference UAE.
- 2005 Attended “Professional Development Workshops’ at PIHSS Sharjah.
- 2005 Attended “ Role of Action Research in the English Language Classroom” workshops AUS UAE.
- 2015 Participated in 3 - day TESOL Arabia 21<sup>st</sup> Conference & Exhibition 2014/2015 in Dubai, UAE

- In-service training / Workshops with Harcourt / Holt publications, successfully completed training course for assessment of students' Biology course work, arranged at Al Ma'arifa Pvt. School.
  - Successfully completed ICDL (International Computer Driving License) course from New Horizons, Dubai.
  - In-service training / Workshops at Al Ma'arifa International School, Sharjah.
    - i. Responsibilities of teachers.
    - ii. Discipline in classrooms.
    - iii. Lesson Objectives
    - iv. Lesson Planning
    - v. Assessment and Evaluation of learning
    - vi. Self- assessment etc.
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