



مدرسة نورث أميركان انترناشيونال



NORTH AMERICAN
INTERNATIONAL SCHOOL

Staff Handbook



MISSION

NAIS, an accredited American curriculum school, provides a caring, multicultural environment that inspires students to become global minded critical thinkers.

VISION

To create an outstanding international learning community which empowers students to achieve their potential, become life-long learners and responsible global citizens.

Core Values - CREATE

Communication - two-way process of reaching mutual understanding

InquiRy – a thirst for knowledge

Empathy –to understand the viewpoint of others

CreAtivity - use of imagination or original ideas to create something

InTegrity – moral and ethical principles

RespEct – for others and the world



HB/NAIS/01 – Staff Handbook

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NON-DISCRIMINATION STATEMENT

North American International School does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in its admissions practices or throughout its educational programs nor in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteer and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents, and overall community.

North American International School is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, disability, or marital status.

SCHOOL CALENDAR

The School's [calendar](#) is submitted and approved by Dubai governing educational body, [KHDA](#), each year. The school year lasts for approximately 180 days. These days are divided into two semesters consisting of approximately 90 days each.

In the Kindergarten section there are 5 class periods of 40 minutes each day. KG students attend school from 8:00 am - 12:00 pm, except Tuesdays when they are dismissed with the whole school at 1:00PM. Each Tuesday from 12:00 pm - 1:00 pm all students participate in various club activities.

From Grades 1-12 there are 8 class periods of 40 minutes each day. Each Tuesday from 12:00 pm - 1:00 pm all students participate in various club activities. All students are dismissed at 1:00 pm on Tuesdays to allow the teaching staff to participate in professional development opportunities.

CALENDAR OF EVENTS ACADEMIC YEAR 2019-2020

Month	Date	Events / Activities
September		
Sunday	1	School reopens for Grades 1-12
Monday	2	
Tuesday	3	School reopens for KG
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	World Literacy Week
Monday	9	World Literacy Week
Tuesday	10	World Literacy Week
Wednesday	11	World Literacy Week
Thursday	12	World Literacy Week Assembly and KG - 5 Costume Parade
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	International day for the preservation of the Ozone Layer in Science Classes.
Tuesday	17	NAIS Open House
Wednesday	18	Coffee Morning (KG-5) Prize Day 2018 -2019 (Lower and Upper Elementary)
Thursday	19	Coffee Morning (Middle School and High School) Prize Day (Secondary)
Friday	20	
Saturday	21	World Peace Day
Sunday	22	Wear Purple for Peace Day Assembly
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	Coffee Morning (KG-5)
Monday	30	Coffee Morning (Middle School and High School)
October		
Tuesday	1	International Music Day
Wednesday	2	CAT 4 Grade 1 & 3 and missing students
Thursday	3	World Teachers' Day Assembly
Friday	4	
Saturday	5	World Teachers' Day
Sunday	6	MAP Upper Elementary

Monday	7	MAP Upper Elementary
Tuesday	8	MAP Upper Elementary
Wednesday	9	MAP Upper Elementary/Investiture Ceremony (Middle School)
Thursday	10	MAP Upper Elementary /Field trip (Middle School)/Investiture Cermony (High School)
Friday	11	
Saturday	12	
Sunday	13	MAP Secondary/Breast Cancer Awareness Day/Investiture Ceremony Upper Elementary
Monday	14	MAP Secondary
Tuesday	15	MAP Secondary
Wednesday	16	MAP Secondary/World Food Day
Thursday	17	MAP Secondary/International Day for the Eradication of Poverty
Friday	18	Dubai Fitness Challenge begins
Saturday	19	
Sunday	20	
Monday	21	Field Trip - Upper Elementary
Tuesday	22	Parent/Teacher Conferences
Wednesday	23	Field Trip - Lower Elementary
Thursday	24	United Nations Day
Friday	25	
Saturday	26	
Sunday	27	Holiday Diwali (Day off for students)
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	Professional Development Day (Day off for students)
November		
Friday	1	
Saturday	2	
Sunday	3	UAE Flag Day
Monday	4	
Tuesday	5	
Wednesday	6	
Thursday	7	
Friday	8	
Saturday	9	
Sunday	10	Prophet Mohamed's Birthday
Monday	11	
Tuesday	12	
Wednesday	13	
Thursday	14	World Diabetes Day
Friday	15	
Saturday	16	International Day for Tolerance
Sunday	17	International Day for Tolerance Assembly
Monday	18	Grade 11 & Grade 12 Girl's Picnic Quran Park
Tuesday	19	

Wednesday	20	
Thursday	21	Professional Development Day (Day off for students)
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	International day for the elimination of violence against women
Tuesday	26	Big Smiles Dental Screening
Wednesday	27	
Thursday	28	National Day Celebration
Friday	29	
Saturday	30	
December		
Sunday	1	Commemoration Day Holiday No School
Monday	2	UAE National Day Holiday No School
Tuesday	3	UAE National Day Holiday No School
Wednesday	4	Sports Day - Run Through
Thursday	5	Sports Day K-12
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	Human Rights Day / University Fair
Wednesday	11	
Thursday	12	
Friday	13	
Saturday	14	
Sunday	15	Winter Break for all
Monday	16	
Tuesday	17	
Wednesday	18	
Thursday	19	
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

SCHOOL DIRECTORY

Owner

- Arwa Taher

Governing Board

- Ashfaq Ahmed, Chair
- Antoinette F. Wiseman
- Ashish Misra
- Fauz Gataby
- Leonard Murphy
- Razik Rizwan
- Sadaf Merchant
- Sara Al Numairy
- Syeda Maheen Fatima

Principal

- Justin McCauley

Vice Principal

- Jes'ka Washington
- Rose McCauley

Curriculum and Assessment Coordinator

- Rose McCauley

Head of Inclusion

- Surekha Raman

Secretarial Department

- Administrative Assistant to the Principal – Waad Esam
- School Secretary / Registrar – Rashina Ravindran
- Receptionist / Admissions – Dina Gad

Information and Communication Technology Administrator

- Kenette Sauza

Accountant

- Shebin Joseph

Librarian

- Dr. Ahila Padmakumar

Bookstore & Canteen

- Ashfaq
- Santiyag Lopes

Medical Clinic

- School Doctor – Dr. Dimple Gupta
- School Nurse – Smitha Babu

School Counselor

- Roshelle Eleanor Britt

Social Services Specialist

- Ahmed El Rakabawy

Government Relations Executive (GRE)/Human Resources Officer

- Taghreed Mahmoud

R.B.T. Transport Coordinator

- Aneez Thashkent

Maintenance Supervisor

- Santiyag Lopes

Recruitment and Selection

It is a policy of NAIS not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies.

NAIS places advertisements in local newspapers and international media for recruitment of staff. C.Vs are invited and then candidates are short-listed for a preliminary interview. Interviews are conducted by the Management Team and demonstration lessons are taken by the heads of the respective departments. Faculties are then selected accordingly. Once the staff appointments are approved, a checklist of documents required by Ministry of Education purposes is given to the selected staff for attestation.

Once the staff reports for duty, the letter of appointment is issued. The letter of appointment is then signed by the staff member and the Principal.

In line with the Ministry regulations, all staff approval has to be obtained from the KHDA. This process normally takes two months. Once teachers have obtained approval and six months of probation are successfully completed, their labor contracts are prepared and work permits are obtained. Staff that require school sponsorship are provided with residence visas at the same time.

Induction, Mentoring and Coaching

Induction training is conducted for all new staff. This is conducted by the SLT and heads of each department. Training includes tour of school, set-up school systems, and review of school rules and expectations.

On the first day of new teachers, Head of Departments induct the teachers to curriculum matters – standards, assessments, grading, resources, teaching and learning standards.

The Head of the Section introduces the new teacher to the various policies and procedures of the school.

The new teacher is asked to observe the classes of the Head of Department within the first 2 weeks to understand good teaching practices. The new teacher must also observe any two (2) peer lessons and document it on the Peer Observation Form.

Senior leaders “walk through” lessons regularly from the start of the academic year. Thereafter, formal observations begin and needs are identified. The mentoring and coaching of the new teacher is done by the appropriate Head of Section.

Professional Development

Professional development is an ongoing process of staff education and training taking place in school or outside school aimed at:

- promoting the development of their professional knowledge and skills
- helping them to respond proactively to change and
- enabling them to provide a quality education to our students.

At NAIS we believe that the opportunity to develop professionally and personally both improves standards and raises morale through personal and professional fulfillment and that this in turn assists recruitment and retention. All staff, teaching, support staff and governors shall have an entitlement to equal access to high-quality induction and continuing professional development. All members of the school community will have opportunities through performance management, appraisal and through other mechanisms to discuss their professional development needs.

NAIS requires all professional personnel to earn at least six (6) semester hours of credit or the equivalent during each five (5) years of employment. For more details, refer to Professional Development Plan.

Communication Guidelines

Letter Formatting

All official North American International School (NAIS) documents, forms, and letters written in English are typed using Arial 11 on the NAIS Document Template. (Arabic translation are sized appropriately for ease of reading.)

The NAIS Document Template contains the NAIS logo and mission in the header and document information in the footer. The header cannot be modified without consultation of the school principal. Modifications to the footer are permitted as deemed necessary.

Official NAIS documents include but are not limited to school policies, parent and community letters, permission slips, and circulars.

Documents such as internal assessments and practice worksheets may use the font and/or size most suitable for the intended audience. Other documents such as questionnaires and handbooks will use a modified version of the NAIS Document Template. These modifications are done on a case-by-case basis to ensure the best visual appearance of the final product.

File Naming Convention

In keeping with best practices for saving and organizing information, files maintained and/or shared with the school community will follow one of the naming conventions listed below:

1. Documents/Forms: Name MMYYYY (Document and Email Guidelines 092018)
2. Lesson Plans: Subject/Course Name MonthDD (Grade1Math August26)

Email Guidelines

Parent and community emails are expected to be answered within 24 business hours. Unsolicited product and/or sales emails do not require a response. All email responses should be professional and checked for errors before sending.

Internal email responses may occur via email or in person as deemed necessary by the concerned persons.

Senior leadership and/or other involved persons may be cc'ed for information purposes but are not required respond unless choosing to do so.

Email signatures from NAIS school accounts are formatted using either Arial 11 or Calibri 11 in the following manner:

Name
Position(s)



North American International School
Al Mizhar -1, P.O. Box 20315
Dubai, United Arab Emirates
Phone No: +97142884844 Fax No. +97142882377
www.naischool.com



Please consider the environment before printing this email.

School Timings

All teaching and support staff are expected to be in school by 8:00 am. All staff is expected to sign-in and use the electronic finger system each day. Staff that arrives after 8.15 will be marked 'L'. Each "L" will be taken as half day leave and adjusted accordingly.

The school timings for teaching and support staff are 8:00 am – 2.30 pm, Sunday – Thursday, except on Tuesdays when all staff is expected to remain until 4:00 pm. Teaching staff and support staff using own transport should leave the campus **only after** all buses disperse.

Teaching and support staff may be required to work some Saturdays throughout the school year. These days will be provided in advance to allow staff to make arrangements.

Ancillary staff including bus drivers, nannies, and building support workers are expected to be in school by 5.00 am – 5.00 pm, Sunday - Thursday. On Saturdays ancillary staff work from 8.00 am to 1.30 pm.

Code of Conduct

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all staff who are employed by the school, including the administration. It does not apply to employees of external contractors and providers of services (e.g. contract cleaners).

Setting an Example

- All staff who work in the school set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Safeguarding Pupils/Students

- Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard pupils/students includes the duty to report concerns about a student to the school's Child Protection Officer (CPO) for Child Protection.
- Staff are provided with personal copies of the school's Child Protection and staff must be familiar with these documents.
- Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Student Development

- Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- Staff must follow reasonable instructions that support the development of pupils/students.

Honesty and Integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- Gifts from suppliers or associates of the school must be declared to the Head of Section, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Conduct Outside Work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Confidentiality

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent or guardian, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.

Disciplinary Action

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Child Protection Policy

The NAIS Child Protection policy applies to all students, staff, governors, volunteers and visitors to school. This policy aims to outline the identification process of child abuse cases, the management of such cases, people responsible for it and the precautions taken by school in lieu of the KHDA guidelines for child protection.

The School understands that:

- Abuse and neglect are not restricted to any socio-economic group, gender or culture.
- A teacher's, parent's or caregiver's stress or deprivation is no excuse for abuse and neglect.
- The severity of a sign does not necessarily equate with the severity of the abuse.
- It is essential to seek competent specialist advice for medical, psychological or cultural issues.
- It is an agent of referral and not of investigation.
- Mandatory to report abuse to the child protection center in Dubai

Clear guidelines are given in the North American International School Child Protection Policy for prevention of any kind of abuse and for protection of members of NAIS.

Objectives

- All allegations, disclosures or suspicions of abuse and harm to be taken seriously and responded to promptly.
- All school members to be trained on a regular basis so that they can respond to any suspected case in the appropriate manner.
- The Child Protection Committee of the school to operate as the child safety advocate in the case of disclosure or suspicion of abuse.
- Reports made by a parent to a staff member of concerns about inappropriate child behavior to be discussed by the Child Protection Committee and the reporting parent informed of the outcome of the discussions.
- When an allegation of abuse or inappropriate behavior concerns behavior of a member of staff, the Child Protection Committee and school management to be informed and prompt and appropriate action to be taken.

Recording and Reporting Abuse

- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period.
- Fill the reporting form Appendix C in the Child Protection Policy
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Report any physical or sexual abuse to the Child protection officer. If she is absent then you can report to the Principal/ Vice- Principal (Head/Deputy Head of Child Protection committee)
- In case of Physical injury or sexual abuse, the child protection officer will seek the help of the School Doctor or Nurse to record the physical injury
- In case of Bullying or Neglect- you can report to the child protection committee members.

Reporting Procedure

- The Child Protection Officer reports to the Head of Child protection committee if the case is determined to be of concern
- The Principal makes a report to the police within 24 hours in the event that a child is in immediate danger. The Principal should call the Police directly (999)
- Police - Child Protection Officer of Dubai will conduct an investigation and action will be decided upon
- Social Support Center – Social Worker may become involved to support the child and family;

Ministry of Interior (MoL) – Child Protection Centre 02 333 3999

The Ministry will provide answers to questions about child abuse and neglect, how to report, and if a reporter wishes to make an anonymous report.

Ministry of Interior (MoL) – Social Support Centre 02 657 3666

For answers to questions about child abuse and neglect, how to report, and accessing support for families.

Confidentiality

- Staff cannot hold on to information when intervention is needed to ensure a child's safety. When a child or young person is at risk of abuse or neglect, confidentiality is not an option. You must share information with the Child Protection Officer or Principal where this is necessary to protect a child or young person.
- Staff is requested to refrain from discussing the concern with any other staff member or parent.
- No staff is allowed to share any information to other staff members or the media
- For more details, refer to Child Protection Policy

Inclusion Policy

North American International School is in compliance with **Federal Law No. 29/2014 Regarding Rights of the People with Special Needs**, which guarantees for all the pupils with determination equal opportunities for obtaining education. The School believes that every student is unique in his or her own way, NAIS promotes highly inclusive ethos and is committed to offering an inclusive curriculum to all of its students, to meet their needs or abilities and to ensure the best possible progress for all, the outcome of which will be evident in the values, culture and achievements of the school. For more details, refer to Inclusion Policy.

Pastoral Care

Every student's academic and personal development is guided by an adult advocate. Academic success and personal growth increase markedly when young adolescents' affective needs are met. Each student must have one adult to support that student's academic and personal development.

Students need someone, be it a parent, family member, friend, or teacher, on their side. In theory, all adults in middle and high school are advocates, advisors, and mentors. Advocacy is a pervasive attitude of caring that means adults are responsive to the needs of all adolescents in the school. On an individual level, a student needs one adult to support him or her academically and personally. The adult is a model of good character who knows about young adolescent development, enjoys working with young adolescents, and comes to know students on an individual level. An advocate or adult listens and guides youth, but not in a counselor role, acting as the primary liaison between school and family with frequent contact, and keeping an eye out for behavioral changes.

Duty, Additional Assignments, and Proxy

Teachers are expected to be at school as required by the school calendar, and on the days and during the hours specified by their timetables. All teachers are expected to run an extra-curricular club on Tuesdays. Assigned teachers are expected to remain with the students for the duration of the activity.

School schedules will be set by the school, and will be made known to teachers through handbooks, emails, postings or through announcements at meetings. Staff members are expected to be familiar with and adhere to their schedules and assignments. In addition to classroom assignments, teachers are expected to perform such reasonable nonacademic assignments, proxy, and extra-curricular staff duties as may be assigned to them by the school. Such duties are considered part of the faculty member's regular assignment and will not qualify for additional stipends.

Duty

At NAIS, students are always supervised. A schedule of duties in the mornings, break time, lunch hour and dispersal time ensure that staff are on duty in the designated areas to monitor discipline. Teachers are expected to be actively involved while doing their duties, circulating the designated area, staying alert for potential risks as well as interacting with children. If a teacher is unable to do his/her duty (sickness or other emergent reasons), it is the teacher's responsibility to exchange duty with another member of staff after informing the Head of Section.

Proxy (Class coverage)

Student engagement in school curriculum is critical for successful learning. A teacher's absence, when not covered, completely derails the learning process for students. Educator absenteeism, therefore, can disrupt the continuity of studies and stability that students need to succeed.

It's been proven that consistency is key when providing students with quality education, and any hiccup, even the smallest one, in their learning and engagement, can throw off the learning process. That's where proxy teaching comes in. With a proxy teacher, schools can continue on with student learning, giving students uninterrupted education and the consistency that they need.

Any available teacher may be asked proxy a class when a colleague is absent. The duties of a cover supervisor can be summarized as:

- Supervising the work that has been set on the lesson plan provided, using the necessary resources that have also been provided.
- Managing the behavior of pupils in line with the school's behavior policy.
- Responding to any questions that pupils might have about the process.
- Dealing with any immediate problems or emergencies in line with school policy and procedures.
- Collecting any completed work at the end of the lesson and returning it to the teacher.
- Reporting back as appropriate on any issues that arose during the lesson.
- The Proxy teacher is responsible for the students in the classroom

School Discipline

All staff are expected to address any kind of discipline-related issues which may arise in school. The Discipline Process outlines the various behavioral policies and procedures followed at NAIS. All the policies are clearly stated in the Student Handbook. The Student's Referral Slip should be completed for discipline issues.

Staff Appearance and Dress Code

All staff must ensure that they maintain high standards of personal hygiene and grooming. All teachers are expected to dress professionally while on the school campus. We respect teachers' individuality and expect cooperation in maintaining high standards of appearance that will prove exemplary to our pupils. Staff are not allowed to wear any clothing made of any color of denim material.

Parent-Teacher Conferences

Parent-Teacher Conferences are held three times a year to discuss student progress. Informal conferences, e-mail correspondence and telephone conferences are encouraged whenever teachers or parents have concerns. The principals and the counselors are available for conferences by appointment. We encourage regular home and school contact, and ask that parents begin any communication with the person most closely related to the subject.

Performance Management/Supervision & Evaluation

Lesson observations are a positive way for all members of the staff to further their professional development and to share expertise. Lesson observations also monitor the standards of teaching and learning.

At the start of each school year, teaching staff members are introduced to the lesson observation process.

Members of SLT will conduct classroom observations. The observation details will be recorded on the Teachers Lesson Observation Form in which are listed the various parameters to assess the teachers' performance.

New teachers are observed at least twice a year by administrative staff (Principal, Curriculum and Assessment Coordinator and Head of Sections) and the others once. Teachers can expect announced or unannounced lesson observations during the academic year. As soon as possible a post conference will follow, where in the Principal /Head will discuss the content and delivery of the lesson. Needs are identified and taken care of by internal or external training. The teacher is given time to implement the training given before another observation is held.

The performance of both terms is evaluated (Ref: Lesson Observation Analysis) and another self-analysis is done. Needs are again identified and workshops planned for the next academic year.

It is mandatory for teachers to go for peer observations. During peer observations it is important to keep in mind that the objective of the observation is to adopt the good strategies and not to find deficiencies. Strengths of teachers are identified and they become **mentors** for others.

An annual performance appraisal is conducted of all staff members.

Lesson Observations

New staff members are observed after 2 months of the start of the academic year. A pre and post observation meeting is conducted. If the observation is not satisfactory, the teacher is guided and supported and another observation is planned within 2 working weeks.

All staff members are observed twice a year. At the end of the year a formal Appraisal is done, where strengths and areas to work on are discussed and professional development needs identified.

Lesson Plan Expectations

- Elementary and secondary teachers are required to document their lesson planning using the NAIS Weekly Lesson Plan 2018 (Short Form). During inspections, accreditation visits, and/or formal observations, teachers will use the NAIS Daily Lesson Plan 2018 (Long Form). Both forms are available on the Atlas Rubicon School page (www.naischool-ae.rubiconatlas.org)
- KG teachers will document student learning and development using the NAIS KG Learning Plan 2018 available on the Atlas Rubicon school page.
- The following week's lesson plans must be submitted for review each **Sunday by 4 pm**.
- Lesson plans with attachments must be uploaded to the "Learning Activities" category in "The Learning Experience" section of the unit planner in Rubicon Atlas.
- Heads of Departments are responsible for reviewing lesson plans using school's learning priorities (see priorities below) and providing specific and timely feedback to be implemented in further lesson planning.
- Weekly lesson plans will be saved as grade/subject followed by Sunday's date that starts the week's plan (e.g. Grade1Math Oct 7). Daily plans will be saved in a similar format using the planned teaching date.

Rubicon Atlas

NAIS uses Rubicon Atlas to organize and map its curriculum. Rubicon Atlas site can be accessed at <http://www.naischool-ae.rubiconatlas.org>. All teachers have accounts permitting access to this resource and through this can see all units of study designed for all students.

Teacher Expectations are expected to:

- document and/or maintain accurate curriculum maps on Rubicon Atlas;
- collaborate with grade level and/or colleagues to maintain these maps; and
- reflect regularly about the effectiveness of instructional methods described in maps.

Heads of Departments (HODs) are expected to:

- review curriculum maps from their departments;
- confirm that their department's maps are accurate and complete;
- provide constructive feedback to teachers about their maps;
- use Atlas as a tool for routine department self-study and reflections; and
- evaluate their department's progress on Atlas.

Senior Leadership Team Members are expected to:

- provide adequate training and on-demand support to teachers;
- arrange adequate time for teachers and departments to work on their curriculum maps;
- communicate a reasonable implementation plan for improvements to curriculum maps;
- provide constructive feedback to teams about maps' strengths and weaknesses during the designated review time; and
- collaborate with HODs to ensure maps are accurate and high quality.

The "Assessment Evidence of Learning" and "The Learning Experience" sections should be completed, as appropriate, at least one month prior to the unit being taught. The "Reflection" section should be completed after the unit has been taught allowing the teacher time to reflect upon its successes and challenges. At least one student exemplar (at, below, and exceeding expectations) should be attached to this section.

Global ERP (School Portal)

In keeping with its current practice, teachers will share their weekly plan with parents via the [school portal](#). All uploads must occur before **Tuesday at 4 pm**. NOTE - The portal must be accessed via Internet Explorer.

Library

Teachers' reference books, teaching aids and resources are available in the Library and will be issued by the Librarian. All borrowed materials must be returned at the end of the year. Staff members have to compensate for any books or materials lost.

Staff Technology

The Staff Technology Policy can be accessed [here](#).

Attendance, Punctuality and Leave Policy

Policy

Timely and regular attendance is an expectation of performance for all NAIS employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their Head of Section in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock-in or clock-out and determine whether or not to count the incident as an occurrence. HR, the Principal and Vice Principal are available to advise Heads of Sections regarding the evaluation of extenuating circumstances.

Definitions

I. Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure.

II. Tardy

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.

Types of Leave

- Emergency Leave /Casual Leave(EL)
- Sick Leave (SL)
- Maternity Leave (ML)
- Annual Leave (AL)
- Hajj Leave (HL)
- Leave Without Pay (LWP)
- Short Leave (UT)
- Compassionate Leave (CL)

Emergency/Casual/Earned Leave (EL):

- 6 days in a year (Not more than two (2) days continuously.)
- Not more than 3 days in a month.
- To be notified to Heads one day prior/before 7.30 am on day of absence
- Leave Form to be submitted within two working days else it will be treated as LWP
- When 6 days exceeded, LWP is applicable
- Leave taken on Thursdays or Sundays as EL will be treated as LWP.
- Leave taken on either Wednesday and Thursday or Thursday and Sunday will be taken as 4 days LWP i.e. including Friday & Saturday
- Staff on probation are not eligible for EL

Note: If more than two (2) days are required, it should be SL or LWP. Supporting documents to be provided in case of SL.

Sick Leave (SL):

- 15 days, if taken continuously (Full pay for first 15 days, half pay for next 30 days, LWP after 45 days)
- Valid Medical Certificate by DHA should be submitted. If the certificate is issued from another country, it has to be attested by MOH/UAE Embassy from that country.
- To be notified within 1 day after first day of absence.
- Routine medical treatment is not covered by SL
- As per the Article (83) – The employee is **not entitled** to any paid **sick leave** during the probation period

Note: As per the New Dubai Health Authority (DHA) rule, Dubai employees must pay to get a **sick leave certificate** which will help to prevent abuse of **sick leave** provisions and protecting employers from work day losses. The employers will not bear the attestation expense.

Maternity Leave (ML):

- 45 days (including time before and after delivery)
- Full pay if period of service is one (1) year or more.
- 45 days half pay if period of service is less than 1 year. (Provided the employee is made permanent and issued a Labor card by the employer)
- Should apply at least TWO weeks in advance with Valid DHA/MOH Medical Certificate by a competent authority

Annual Leave (AL):

- 60 days for teaching staff.(if completed 10 months of service without break in an academic year).
- 45 days for Admin Staff and all Ancillary Staff (if completed 10 months of service without break in an academic year)
- Cannot be combined with EL, SL, etc.

Note: Every employee who does not report to duty immediately after the end of vacation - Annual leave/ breaks or long public holidays, shall receive loss of pay for the period of absence commencing from the day following to the date on which the leave has expired.

Hajj Leave (HL):

- 15 days
- Without pay
- Not part of any other leave

Leave Without Pay (LWP):

- If not signed the attendance register & punched in the bio-metric scanner (Both are mandatory.)
- If not reported after SL, EL, ML, AL, HL, vacation, long public holidays etc.
- If ML exceeds 45 days
- In case of Hajj Leave (HL)
- If EL exceeds 2 days continuously.
- If EL exceeds 3 days in a month.
- Absence during the notice period of resignation
- Days taken as LWP will affect summer pay
- In case of Leave without approved Leave Application

Short Leave - Late Arrival/Early Departure (UT):

- During the working day - Arrival after 8:15 am and departure before 2:30 pm. EL will be taken as half day leave & adjusted accordingly.
- Maximum 2 Short leaves in a month = 1 full day leave EL/LWP
- Accumulated 6 hours will be considered as 1 CL/LWP

Compassionate leave (CL):

- During the working days
- In case of death of immediate family (Immediate family includes the employee's father, father-in-law, mother, mother-in-law, spouse, siblings, or children)
- Maximum of 5 days – 3 days with pay, 2 days LWP

General:

- All leave forms should be signed by Heads before it is sent to Accounts Office.
- Employees on probation are not entitled to any leave. Their absence will be treated as LWP
- Absence in the Resignation Notice Period will be treated as LWP.
- Leave taken on Thursdays or Sundays as EL will be treated as LWP.
- The leave forms should be submitted in advance or within 2 working days from the date of re-joining. If not, leave will be considered as LWP.
- The absence due to emergency reasons should be informed by 07:30 a.m., failing which the absence will be treated as unauthorized and LWP. Messages sent via SMS or e-mail will NOT be treated as Leave application. The prescribed Leave Form should be used in all cases. The leave request will be processed only after receiving Leave Form duly completed in all respects, failing which the absence will be treated as LWP
- All SL, ML, HL & CL forms should be accompanied by supporting documents.

- The discretion of granting leave is fully vested with the senior leadership. The interest of the students and school as a whole is basic criteria for the approval of Leave.
- Senior Leadership has the right to deny any leave if it affects the wide interest of the student's community and administration of school activities.
- It is the responsibility of the teacher to provide work for students in his/her absence. The Heads and HODs should ensure that the classes are NOT wasted due to absence of a teacher. Please engage the students with some constructive works in the class.
- The number of days of absence will be calculated considering the last date attended before leave and the date of re-joining. Any Fridays, Saturdays and public holidays falling in the period of absence will be included in the total number of days absent.

If staff member resigns during the academic year (except in May or June) a “No Objection Letter” from the School will not be issued. This is needed to join another school in UAE (as per KHDA).

Mobile Phone Policy for Teachers and Staff

Teachers and staff are expected to model professional behavior at all times and enforce school policies to ensure a happy and safe environment for all.

Teachers and staff are responsible for enforcing the “Mobile Phone Policy”. Failure to enforce this policy will result in a verbal warning (1st incident), a written warning (2nd incident), and written documentation (for each subsequent violation) annotating a failure to meet professional expectations (to be placed in personnel file).

Ideally, teachers will use mobile and other electronic devices to document learning. Any other use of mobile phones is strictly prohibited in the presence of students. This includes use in both occupied classrooms and corridors.

For emergency calls received during instruction and/or meetings, teachers will excuse themselves to deal with the matter privately.

Teachers are encouraged not to share their personal mobile numbers with parents and/or students.

Administrators and Senior Leadership Team members are permitted to accept essential, work-related calls while in the corridors. All other calls and/or calls that require conversations lasting more than 2-3 minutes must be continued privately.

Termination of Employment:

The teacher will have his /her employment revoked or terminated without notice and further installments of salary, indemnity or end of service benefits if:

- The teacher's employment is unacceptable to the UAE Government or if any permit or visa required by the teacher to enter or remain in the country of employment, is revoked or refused.
- The school's presence or duties in the UAE are terminated; if the school is unable to proceed with the performance of its duties by reason of force majeure, war, strikes, riots or civil commotion or other circumstances of whatsoever nature beyond the school's control.
- The teacher assumes a false personality or nationality or submits forged certificates / documents.
- The teacher absents him-/herself from school otherwise than on permitted leave or with the prior approval of the school authorities.
- The teacher willfully disobeys or refuses to carry out the expectations of the school contract and SLT.
- The teacher is guilty of gross misconduct or commits any serious breach of the terms of this contract.
- The teacher is sponsored by his /her spouse, who must leave the U.A.E. permanently, and therefore the teacher must leave the country before the end of the academic year, the contract will be revoked. In this case, the school is excused from paying further installments of salary, indemnity or

end of service benefits.

If a teacher wishes to terminate the contract, he /she may do it by giving one months' notice to the school or by foregoing one month's salary in lieu of the notice period.

Staff Leaving Clearance Form

When a member of staff leaves the school they are required to return all materials, resources, equipment and books to the librarian. Final settlement of salary will not be paid until each department provides an authorizing signature on the [clearance form](#).

Exit Interview

Exit interviews are discussions with employees who resign aimed at exploring their reasons for leaving our company to discover areas we can improve in.

In-person interviews help us gather more granular insight. We may use questionnaires or phone interviews, if employees find those more convenient.

HR is responsible for organizing and conducting exit interviews. Occasionally, we may hire external consultants or assign interviews to supervisors of an employee's immediate supervisor. Immediate supervisors will not participate in these interviews.

Procedure

Once an employee submits a notice of resignation, HR may reach out to them to ask for an exit interview, preferably in writing. Employees may choose their interview's format or decline to participate. Ideally, interviews should take place before employees' final week of work. HR should avoid scheduling interviews for an employee's last day unless there's no other opportunity. Alternatively, HR may schedule interviews within [a month] after employees leave.

HR is responsible for analyzing data from exit interviews and sharing insights and recommendations with senior management. They may report on results annually, quarterly or more frequently if needed (e.g. if a large number of employees leave within a certain period.)

Job Descriptions

The following positions are reviewed annually and aligned with School and KHDA priorities. Standard positions are reviewed less often and are detailed within this document.

1. [Principal](#)
2. [Vice Principal](#)
3. [Curriculum and Assessment Coordinator](#)
4. [Head of High School](#)
5. [Head of Middle School](#)
6. [Head of Elementary and Kindergarten](#)
7. [Deputy Head of Elementary](#)
8. [Head of Inclusion](#)
9. [Emirati Wellbeing Coordinator](#)
10. [Career Counselor](#)
11. [Head of Department \(HOD\)](#)
12. [Special Educator](#)
13. [Teacher](#)
14. [Teaching Assistant](#)
15. [Lead Learning Support Teacher](#)
16. [Learning Support Assistant](#)

LABORATORY ASSISTANT

Responsibilities

- Co-ordinate the preparation and assembly of materials and equipment in the laboratory
- Prepare solutions, enzymes, cultures other apparatus as instructed by the teacher
- Take an annual inventory of equipment and supplies
- Schedule the timetable for practical in co-ordination with the teaching staff
- Determine the number of students per batch
- Allocate apparatus and lockers to students
- Collect deposit at the beginning of the academic year and maintain record of breakages for refund at the end of academic year.
- Assist students in utilization of Science Laboratory
- Monitor students' safety in the Science Laboratory
- Perform routine maintenance & cleaning of science laboratory equipment.
- Maintain adequate supplies of material in the laboratory
- Co-ordinate with the cleaners to keep the laboratory clean
- Follow safety rules as prescribed
- Assist in conducting the school exam
- Update the Laboratory Handbooks at the beginning of each academic year.

OTHER: Other duties as assigned by the Principal/Vice Principal

SCHOOL RECEPTIONIST AND REGISTRAR

General Administrative Duties:

- Communicate the Vision, Mission and Core Values of the school to students, teachers and parent community
- Greet people entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- File and maintain records pertaining to students.
- Provide information about NAIS, such as location of departments or offices, employees within the organization, or services provided.
- Maintain a professional attitude in performance of all duties.
- Maintain confidentiality of information at all times.
- Oversee the taking care of plants and straightening magazines to maintain lobby or reception area.
- Collect, sort, distribute and prepare mail, messages and courier deliveries.
- Process and prepare memos, correspondence, or other documents.
- Transmit information or documents to other departments [internal and external], using computer, mail, or facsimile machine.
- Schedule appointments, and maintain and up-date appointment calendars for the directors and principal.
- Take over for absent administrative staff.
- Report and follow-up on any telephone malfunctions.
- Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments.

Student Affairs

- Answer to enquiries regarding admissions.
- Ensure updating of entrance papers each year.
- Collect documents for new admissions
- Arrange entrance exams for new admissions.
- Correct entrance exam (with the answer key submitted) and submit papers to principal for consideration.
- Maintain a record of new admissions and update students list accordingly.
- Take applications for TC's and forward to legal secretary for appropriate action.
- Hand over the TC's to the parents on completion.
- Maintain a record of TC's and update students list accordingly.
- Analyze the TC's for the causes.
- Maintain up to date student's files and records.
- Enter student data in School Management System
- Ensure that copies of report cards are updated in the student's files.

Parent affairs

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- Fix appointments for interviews of prospective pupils and parents.
- Follow-up with parents for documents not submitted etc.
- Hear and resolve complaints from parents and outside the public relating to the school.
- Analyze data to determine answers to questions from parent community or members of the public.

Personnel

- Maintain record of CV's received.

- Fix appointments for interviews of prospective staff.
- Keep a current record of staff members' whereabouts and availability.
- Route calls to appropriate staff.
- Take messages for unavailable staff members and communicate promptly.

OTHER: Other duties as assigned by the Principal/Vice Principal

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

General Administrative Duties

- Communicate the Vision, Mission and Core Values of the school to students, teachers and parent community
- Greet people entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- File and maintain records of staff along with the Arabic Secretary.
- Provide information about NAIS, such as location of departments or offices, employees within the organization, or services provided.
- Maintain a professional attitude in performance of all duties.
- Maintain confidentiality of information at all times.
- Oversee the taking care of plants and straightening magazines to maintain office area near principal's office.
- Collect, sort, distribute and prepare mail, messages and courier deliveries for the directors and principal.
- Transmit information or documents to other departments [internal and external], using computer, mail, or facsimile machine.
- Take over for absent administrative staff.

Academic Duties

- Assist Principal in all academic matters.
- File and maintain all academic records
- Send planner format to teachers, receive the planners and format the same.
- Prepare circulars and memorandum for the concerned departments and sections as per the instructions given and maintain these records.
- Maintain a wide variety of documents, files, correspondence, records and compiling them accordingly.
- Assist, co-ordinate in the curriculum and academic planning with teachers, HODs, Supervisors and Heads. Receiving the hard and soft copy of academic planning material and organize them.
- Update transcripts of high school students.
- Type out time table for the academic year.
- Send Assessment portion sheets and time table schedules to supervisors. Type and photocopy them and hand over to supervisors for distribution.
- Update information on School Management System

Administrative Duties

- Assist Principal in all administrative matters.
- Attends meetings as assigned to minute and prepare minutes of meeting records.
- Prepare the agenda for various committee meetings.
- Respond to internal and external inquiries such as staff, parents and students.
- Prepare letters, reports, memoranda and other documents.
- To carry out the analysis data for the self-analysis and the appraisals.
- Draft and type office memos and get them signed with the concerned staff members.
- To print and maintain all muster rolls.

OTHER: Other duties as assigned by the Principal/Vice Principal

Government Relations Executive

- Prepare and correspond all legal documents concerning the school.
- Mail, fax or arrange for delivery of legal correspondence to & with all government departments.
- Receive and place telephone calls.
- Schedule and make appointments for the Directors and Principal with Government Officials
- Make photocopies of correspondence, document.
- Organize and maintain all legal documents and case files.
- Organize and maintain the records of employees of the school.
- Organize & schedule interviews of staff with KHDA
- Obtain approval of all teachers and administrators from the KHDA
- Organize and maintain student records & obtain approval from KHDA for students of the school.
- Organize and maintain results of final exam for all students & obtain KHDA approval of the results for promotion of the students to the subsequent grade.
- Liaise with KHDA for Students Transfer
- Issue bona fide student letter for Visa purposes
- Assist in the school admission procedures
- Attend all legal meetings relating to the school
- Complete various forms as required by the KHDA from time to time.
- Inform the Board of Directors and Principal of Legal, KHDA, Labor department's updates and suggest course of action.
- Obtain approval from KHDA for school advertisement in newspapers and after school activities.

OTHER: Other duties as assigned by the Principal/Vice Principal

IT Administrator

- Oversee the operation of computer hardware systems, including co-coordinating and scheduling the use of computer terminals and networks to ensure efficient use.
- Analyze information to determine, recommend, and plan layout, including type of computers and peripheral equipment modification.
- Analyze user needs and recommend appropriate hardware.
- Evaluate factors such as reporting formats required, cost constraints, and the need for security restrictions to determine hardware configuration.
- Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- Store retrieve, and manipulate data for analysis of system capabilities and requirements.
- Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, while analyzing and recording test data.
- Select hardware and material, assuring compliance with specifications and product requirements.
- Update knowledge and skills to keep up with rapid advancements in computer technology.
- Plan, implement and ensure the upkeep of the school network system.
- Plan and direct the school management system relating to staff and students' data base.
- Direct all activities for the co-ordination the production of terms results.
- Co-ordinate and maintain the school web site.
- Check functioning and performance of security and display cameras and related accessories.
- Make suggestions on requisition of PC and related accessories [software/hardware]
- Assist chief accountant in printing of financial statements.
- Plan, direct and maintain all the hardware equipment of the school.
- Other duties as required by the position.

OTHER: Other duties as assigned by the Principal/Vice Principal

Librarian

- Analyze students and staff requests to determine needed information, and assist in furnishing or locating that information
- Assemble and arrange display materials
- Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
- Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books or music
- Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects
- Develop library policies and procedures
- Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use
- Evaluate materials to determine outdated or unused items to be discarded.
- Explain use of center facilities, resources, equipment, and services, and provide information about implemented policies.
- Keep records of circulation and materials.
- Locate unusual or unique information in response to specific requests.
- Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- Plan and deliver programs and services such as storytelling for children, newsletters, or programs for special groups.
- Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Search standard reference materials, including on-line sources and the Internet, in order to answer student's reference questions.
- Teach students to search for information using databases.
- Compile lists of overdue materials, and notify borrowers that their materials are overdue.
- Confer with teachers, parents, and community organizations to develop, plan, and conduct programs in reading, viewing, and communication skills.
- Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information.
- Develop and index databases that provide information for library users.
- Respond to staff and students' complaints, taking action as necessary.
- Negotiate contracts for library services, materials, and equipment.
- Provide input into the architectural planning of library facilities.
- Deliver and retrieve items to and from departments by hand or using push carts.
- Enter and update staff and students' records on computers.
- Inspect returned books for condition and due-date status, and compute any applicable fines.
- Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
- Locate library materials for staff and students.
- Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
- Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
- Process new materials including books, audiovisual materials, and computer software.
- Repair books, using mending tape, paste, and brushes.
- Prepare book displays.
- Classify and catalog items according to content and purpose.
- Facilitate the acquisition of books, pamphlets, periodicals, and audiovisual materials by checking prices, figuring costs, and preparing appropriate order forms.
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers.
- Register new students and issue borrower identification cards that permit them to borrow books and other materials.
- Schedule and supervise clerical workers and volunteers.

- Select substitute titles when requested materials are unavailable following criteria such as age, education, and interests.
- Take action to deal with disruptive students.
- Take requisitions for resources from teachers and forward Principal
- To give out and keep a record of teachers resources

OTHER: Other duties as assigned by the Principal/Vice Principal

School Doctor

- Supervises and coordinates medical-related activities in school
- Assigns duties and coordinates nursing service
- Evaluates nursing activities to ensure student's care
- Directs preparation and maintenance of student's clinical records
- Inspects rooms for cleanliness and comfort
- Participates in orientation and training of personnel
- Orders, or directs ordering of drugs, solutions, and equipment, and maintains records
- Investigates and resolves complaints, or refers unusual problems to superior
- Enforces all rules and regulations as laid down by the Ministry/KHDA relating to medical services in the school
- Provides health care services to students
- Plans school health program in co-operation with Ministry of Health and administrative school personnel
- Refers students to physician for consultation or to specialized health resources for treatment
- Participates in medical examinations and reviews findings to evaluate health status of pupils and progress of program
- Establish nursing policies to meet emergencies.
- Co-operates with school personnel in identifying and meeting social, emotional, and physical needs of students
- Co-ordinates to administer immunizations, provide first-aid, and maintain health records of students.
- Counsels students regarding good health habits

SCHOOL NURSE

- Consults and coordinates with DOH /MOH team members to assess, plan, implement and evaluate patient care plans.
- Maintain accurate, detailed reports and records of all students in school.
- Monitors, records and reports symptoms and changes in students' conditions
- Prepares students for, and assists with, examinations and treatment
- Prepares rooms, sterile instruments, equipment and supplies, and ensures that stock of supplies is maintained
- Provides health care, first aid, immunizations and assistance in convalescence and rehabilitation in the school
- Records student's medical information and vital signs
- Assesses the needs of students and staff work environment to identify potential health or safety problems
- Consults with MOH/DOH regarding issues and concerns relevant to the practice and profession of nursing
- Provides or arranges for training/instruction of auxiliary personnel or students.
- Refers students or patients to specialized health resources or agencies furnishing assistance
- Directs and co-ordinates infection control programs, advising and consulting with specified personnel about necessary precautions
- Performs physical examinations, make tentative diagnoses, and treat patients en route to hospitals.
- Answers routine inquiries, and refer staff and students in need of professional assistance to the school doctor
- Maintains accurate, detailed reports and records
- Consults and co-ordinates with health care team members to assess, plan, implement and evaluate student care plans
- Informs parents /guardians of any physical ailment or injury of students
- Monitors all aspects of student care as directed by MOH
- Instructs individuals, families and other groups on topics such as health education
- Performs administrative functions as required

OTHER: Other duties as assigned by the Principal/Vice Principal/Doctor

Accountant

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute license fee, renewal fee, any other fees owed, and ensuring compliance with payment.
- Prepare and analyze costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
- Report to management regarding the finance of establishment.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports to submit to the Board
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping.
- Recommend, develop, and maintain solutions to business and financial problems.
- Advise management about issues such as finance resource utilization.
- Liaise with financial institutions on all monetary-related issues.
- Provide internal and external auditing services.
- Appraise, evaluate and create and inventory of real property and equipment, recording information such as the property's description, value, and location.
- Compute and record totals of transactions
- Receive payment by cash or check of school fees and transport fees.
- Resolve parent's complaints.
- Sort, count, and wrap currency and coins
- Calculate total payments received during the day /month period, and reconcile this with receipt book
- Keep periodic balance sheets of amounts and numbers of transactions
- Pay school bills by cash, vouchers, or checks.
- Maintain records of fees and transport charges paid and pending.
- Update Head of Sections of pending payments for follow up.
- Update Principal of pending payments of fees and transport.

OTHER: Other duties as assigned by the Account Manager

Plumber

- Install pipe assemblies, fittings, valves, appliances and fixtures such as sinks and toilets, using hand and power tools
- Install underground storm, sanitary and water piping systems and extend piping to connect fixtures and plumbing to these systems
- Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
- Detect and locate leaks
- Hang steel supports to hold pipes
- Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels
- Measure, cut, thread, and bend pipes to required angles, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment
- Repair and maintain plumbing, replacing defective washers, replacing or mending broken pipes, and opening clogged drains
- Inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring
- Keep records of assignments and produce detailed work reports

OTHER: Other duties as assigned by the Maintenance Officer

Cleaners/Bus Conductors

- Clean rooms, hallways, lobbies, toilets corridors, exam halls, reading rooms, stairways, staff rooms and other work areas so that health standards are met
- Clean rugs, carpets, upholstered furniture, and/or draperies
- Empty wastebaskets, empty, clean and transport trash and waste to disposal areas
- Sweep, mop and scrub floors
- Dust furniture and equipment
- Keep storage areas and carts well-stocked, clean, and tidy
- Replenish supplies such as liquid soaps and bathroom items
- Wash windows, walls, and floors
- Request repair services and wait for repair workers to arrive
- Disinfect equipment and supplies
- Move and arrange furniture and turn mattresses
- Observe precautions required to protect school property, and report damage and theft
- Prepare rooms for meetings, and arrange decorations, media equipment, and furniture for school functions
- Perform duties such as taking care of plants and straightening magazines to maintain lobby or reception area
- Go on the buses as conductors and look after the safety of the students

OTHER: Other duties as assigned by the Maintenance Office

Electrician

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools
- Connect wires to circuit breakers, transformers, or other components
- Diagnose mal-functioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes
- Check layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools
- Determine the location of wiring and equipment and ensure conformance to building and safety codes
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, to ensure compatibility and safety of system
- Advise management on whether continued operation of equipment could be hazardous.
- Provide assistance during all school functions.

OTHER: Other duties as assigned by the Maintenance Officer

Carpenter

- Clean work areas, machines, and equipment, to maintain a clean and safe jobsite.
- Cover surfaces with laminated plastic covering material.
- Cut timbers, lumber and/or paneling to specified dimensions, and drill holes in timbers or lumber.
- Hold plumb bobs, sighting rods, and other equipment, to aid in establishing reference points and lines.
- Position and hold timbers, lumber, and paneling in place for fastening or cutting.
- Select tools, equipment, and materials from storage and transport items to work site.
- Align, straighten, plumb and square forms for installation.
- Cut tile or linoleum to fit, and spread adhesives on flooring to install tile or linoleum.
- Erect scaffolding, shoring, and braces.
- Fasten timber and/or lumber with glue, screws, pegs, or nails, and install hardware.
- Glue and clamp edges or joints of assembled parts.
- Perform tie spacing layout, then measure, mark, drill and/or cut.
- Secure stakes to grids for constructions of footings, nail scabs to footing forms, and vibrate and float concrete.
- Smooth and sand surfaces to remove ridges, tool marks, glue, or caulking
- Maintain and upkeep of all school furniture
- Assemble all school furniture [including students' chairs, desks, art tables, library tables, computer tables, writing boards, Art boards, doors etc.] test, and maintain furniture and fixtures, using hand tools and power tools.
- Inspect all school furniture to identify hazards, defects, and the need for adjustment or repair.
- Repair or replace parts equipment, and fixtures, using hand tools and power tools.
- Advise management on whether continued operation of furniture could be hazardous.
- Provide assistance during all school functions.

OTHER: Other duties as assigned by the Maintenance Officer

Security Officer

- Patrols and checks school buildings and facilities by following an orderly route.
- Ensuring that buildings are properly locked and that no unauthorized personnel are in restricted areas.
- Prepares a report of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Monitors and authorizes entry and departure of staff & students, visitors and other persons to guard against theft and maintain security of premises. Greets all in a positive manner
- Opens building for authorized entries.
- Controls vehicle traffic outside the school in the morning at the start of the school and home time.
- Erects barricades for movement of traffic in a desired way.
- Identifies building maintenance needs not requiring / requiring prompt attention and submits work orders to correct them.
- Completes minor quick-fixes and adjustments to eliminate personal and property damage.
- Investigates malfunctions observed or reported, including problems of lighting, open windows and security.
- Investigates vandalism and detains suspects (if required) until school authority / police respond.
- Warns persons of rule infractions or violations, and apprehends or evicts violators from premises using force when necessary.
- Answers alarm and investigates disturbance.
- Informs Directors and calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Assists police, as appropriate.
- Assist tradesperson called for repairs with transportation.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Issues visitor passes; assists authorized visitors and directs to proper personnel/department.
- Reports any inappropriate activities or unauthorized persons on or around campus to appropriate personnel.

OTHER: Other duties as assigned by the Principal/Vice Principal/Maintenance Officer

PAINTER

- Detect and locate any cracks and do the repair works
- All buildings to be painted annually
- Inspect structures to assess material and equipment needs, to establish the sequence of the paint works to be done.
- Provide assistance during all school function
- Keep records of assignments and produce detailed work reports.

OTHER: Other duties as assigned by the Maintenance Officer