**Abeer Yahia**

**Cognia Team Member**

**School Principal**

**Personal Information**

Place of birth **Kuwait**

Date of birth

12/06/1982

Marital Status Married

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**Skills** English Ofﬁce 2013 Internet

Work hard

**References**

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# Objective

To apply intellectual and superior leadership to ensure the overall success of the school by using problem-solving skills and techniques to provide the resources students and teachers need.

# Leadership qualifications

* **Certified Cognia Team Member**
* **Certified STEM Team Member**
* **Certified eleot. 2.0**
* **Serve as a Cognia Team Member.**
* **Worked on AdvancED/ Cognia Standards and School Quality Factors.**
* **Lead the Steering Committee of my school for the accreditation.**

# Work Experience

## Principal- International School – American Division

##  (2012- Present) reporting to the School Board.

## Head of the school Library Center

 **Daily Duties:**

- Manage and delegate work assignments for all school sections.

- Share and apply school vision, mission and believes among stakeholders and community.

- Direct and organize work with HODs, and adapt cross-curricular plans between them.

- Approve the yearly and quarterly curriculum plans (Syllabus) of HODs.

- Approve the yearly activity plans (academic and non-academic)

- Provide professional development programs for all school teachers according to their needs through training programs, workshops and conferences.

- Guide High School students to the career path.

- Follow-up student discipline and classroom rules to ensure that all of them applying the school policies.

- Ensuring the academic progress of students through matching the standardize tests & school exam.

- Observing classrooms by applying eleot 2.0.

- Evaluating the teachers through the class visit and provide them with accurate feedback to enhance their work.

- Create and manage the PTA.

- Manage the collections in the school library center.

- Maintaining the resources.

- Manage the technical process of cataloging and classifying the resources.

**Yearly Duties:**

- Applying eProve platform (eleot, survey, diagnostic,) for parent, student, teachers and staff

- Map Growth administrator.

- Create and update the School Policies (School Hand book, faculty hand book, school profile, school improvement plan and crisis management plan).

- School Book Order: prepare the annual book order and update the textbooks according to the standards.

- Analyzing Students' Data.

* Coordinator 2007/2013
* Misr Public Library – Public relation. 2003/2007

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**Education:**

- Preparing PhD in the Information seeking behaviors in the International Schools.

- Educational Leadership and Management Diploma – Notting-Hill College 2018 and Ain Shams University 2019.

- Master’s Degree in Information Services in 2016.

 - Bachelor of Arts, Ain Shams University, Libraries and Information Science in 2003.