**Curriculum Vitae'**

**Objective**

To participate in improving education quality.

**Personal Details**

Name: Asmaa khaleel Abdallah

Mob: 0503611464

Nationality: Jordanian

Address: Al-Ain, AD, UAE.

**Education**

* ( 2009-2012) **PHD of Leadership and Educational administration**.. Jordan University. Amman**-**Jordan.
* (2003-2005**)Master degree of educational administration.**. Hashmaite University, Zarqa-Jordan.

* (1998-1999) **High diploma in Educational studies, ,curriculums & teaching methods**, Hashemite University Zarqa – Jordan.

( 1984-1988) **BA, Administrative sciences** degree, Yarmouk University, Irbid- Jordan.

***Courses:***

***1.*** Leadership & Schools Network Course. During 2009-2011, Which held by Teachers College in Colombia University & Queen Rania Teacher Academy consist of:

*\** Leadership Skills in Education

\* School-based Training (Training depending on the school premises, tailored to its specific needs).

\* Strategies for Improving the Performance of Boys and girls.

\*Assessment for Learning.

\* Making Effective differentiation for the real classroom. \*Teacher's Guide to Critical Thinking Skills (How to build students' ability to evaluate reason and explain).

\*Improving Performance in the Secondary and Primary Classroom.

\* Raising Academic Achievement through ICT.

2. Class room connection Course, which held by the British Council. During October 2010.

3. Strategic leadership & employment of IT & communication in administration and education, which held by the British Council. During Nov-Dec. 2008.

4. How to help Under Achievement Gifted students, Course Held by ***Dr. Sylvia Rimm*** Presenter and Psychologist on Gifted Children (2009).

5. Intel Teach Advanced Online Program, Dec. 2008.

6. Teaching Critical Thinking Course, University of Oregon, American English Institute (Distance Learning Program) 2008.

7. Intel Teach Thinking with technology Course.

8. 40 credit hours, 2008.

9. Alumni Leadership Workshop, American Embassy Amman, 2008.

**10. Fulbright Academy scholar ship in USA. California (**. A study tour in the United States for Jordanian School Administrators (encompassing 170 hours of observational study **,**2006**).**

11. Participate in the second Arabic meeting for critical thinking and creativity, Amman, 2008.

12. Qualifying instructor course for gifted and excellent students programs, (24 credit hours, 2007).

13. Intel course (Teaching by using E- learning, 160 credit hours, 2005.

14. ICDL course, 2003.

**Working experience:**

* **Visiting Assistant prof**.- Abu Dhabi University (02/09/2015 - 30/6/2016) College of Arts and Science- Education Department and General Education Department.
* **Part-Time Assistant Prof. –** Abu Dhabi University ( 24/8/2014 -5/7/2015) College of Arts and Science- Education Department and General Education Department.

* **Assistant prof.**  – Al -Khwarizmi international College/ Business Department and General Education Department. (Feb 2012 - 2015)

**Courses: I used to teach in Business Department the following courses:**

* Principles of Management
* Leadership
* Equality and diversity
* Organization behavior
* Contemporary issues in Leadership
* Internship supervisor and Coordinator (Spring 2013- Fall 2015).
* Research methodology
* Head of academic integrity Committee for **3 years**.
* **School Consultant**  - International private school. Al-Ain (2013/2014).

*I Joined Ministry of Education in Jordan 1993 tell 2011.*

During this period I assumed the following posts:

*\*(2006- 2011)* ***School principal for King Abdullah the Second for Gifted students*** *– Jordan.*

*Principal achievements:*

* *Prepare teachers to work in a demanding environment; with gifted students, always meet the timetable.*
* Design plans with mile stones for outcomes.

* Experienced design programs of developing teachers to deal with multiple intelligence students (e.g. diversity of teaching technique, critical thinking course, community service program….).
* Identifies the annual objectives for the instructional, extra curriculums, and athletic programs of the school.
* Follows up the teachers, visits and attends their classes to record the results and outcomes that he/she comes up with after attending the teacher's class in the certified template.
* Participates in teachers' professional progress by following up the teachers' training needs to suggest and ensure that teachers join the suitable program for each at school and/or out of school; then assesses the progress on the teacher's performance in classes.
* Participating in designing Seminars & workshops to exchange experience and technical skills for teachers.
* Pays special attention to the newly appointed teachers and advises them about their duties, responsibilities and rights, and helps them join the suitable training programs and meetings to enhance their abilities and potentials as they are new teachers.
* Pays special attention to gifted and talented students and ensures that they are exposed to special programs that suit their abilities and potentials.
* Assign different committees to the extracurricular activities and motivates the students to participate in.

***Rewardes***

***Recognizing the effort, the pilot role of the school,& due to my contribution in the educational process and student welfare, I was attributed by his Majesty king Abdullah II with***

***Fist-class independence medal (25-5- 2011).***

*\*(2006- 2011)* ***Working as a leader and an instructor*** */ the positive thinking center, King Abdullah the Second for Gifted students.*

*Principal achievements:*

* Participate in designing leadership educational programs.
* Re- evaluate community service program depending on failed survey (collecting & analysis of data) .
* Re-evaluate communication programs.
* Instructor for communication skills, critical thinking, ethical intelligence, fundamentals of scientific research).

***\*(2005-2011) Part time lecturer,*** Zarqa Private University- Jordan.

*Principal achievements:*

I was responsible to teach:

 Planning

 System analysis

 Leadership

\*(2001-2006) **School principal for vocational high school** ( Al – Hussein vocational high school- Jordan).

\*(2001) **principal assistant**.

\*(1995-2000) **school teacher** (office management, economics

Accounting for IT branch in high school).

\*(1994-1995) **school accountant** .

\*(1993-1994) **school secretary**.

***Published Researches:***

* Towards Privatization of Education In Jordan: Causes and Expected Results.(2009). University of Kuwait, Issn: 1029-810. No. 92-Vol.23.
* The level of Employees Practice In Jordan Ministry of Education upon the Regulations of Educational Organization "Proposed Model". Dirasat, (Jordan University) No. 2, Vol. 36.
* Ethical system for gifted students in Jordan; 10th Arabic gifted student conference, Amman, Jordan, 2012
* Parents' perception of E-Learning in Abu Dhabi Public schools, BCS conference, Abu Dhabi, 2014.
* Breaking the Glass Ceiling ( Women Educational District directors Support and Encourage Women in Educational Leadership in Ministry of education in Jordan. ( Not published).

**Skills**

* Bilingual (Arabic English) –Fluent in all skills.
* Microsoft Office (Word, PowerPoint, Excel, Internet – expert) & (access - competence).
* Ability to work on own initiative and as part of a team
* Ability to perform well under pressure (demanding environment).

**Special Knowledge/Skills:**

* Curriculum Development
* Personnel Administration
* SSPS program (competence).
* Work without supervision
* Involve with new surrounding easily
* Willing to learn
* High leadership skills
* Management skills/Excellent organizational, Strong organizational & planning skills including proven ability to prioritize and complete work deadlines, interpersonal & Communication skills.
* Enthusiastic and caring with a passion for education and for teaching.

**References**

* Dr. Basel AL – Natsheh, AlKhawarizmi international College, E-mail (basel.natsheh@khawarizmi.com) UAE- Alain, Mobile: 00971564911691.
* Dr. Mohammed Saeed, Vice President for Scientific Research, Al-Khawarizmi University College, UAE. E-mail (mohammed.saeed@khawarizmi.com) .
* Dr. Mohamed Fteiha, Abu Dhabi University, College of arts and Science, E-mail ([Mohamed.Fteiha@adu.ac.ae](mailto:Mohamed.Fteiha@adu.ac.ae)) Mobile: 0508469012.
* Dr.Hni al-Tawil, Jordan University, educational science faculty (Jordan-Amman), 0962/795886977.

**Other professional and personal references** **are available upon request**