

## **Mahasen Y. Hamdan**

Mirdif, Dubai, U.A.E.

+971 5621106127

Email: mahasensa@hotmail.com



### ***Curriculum Vitae***

***Educational Visionary for over 25 years; promoting higher education and learning for all age groups.***

**Philosophy of Administration:** To facilitate the best environment for teaching and learning with a continuous passion and extraordinary work ethic.

Over the last **11** years I worked on two tracks: Establishing and developing the investment side (Business Growth) of New World Private schools and leading the educational processes as a principal for **9** years in Dubai and **2** years in Sharjah.

I have **6** years of experience in teaching and **17** years of experience in administration and management of school activities. I have vast experience and expertise in leading and managing a large team. As the head of management at New World Private School, I manage and lead around **116** teaching staff members, **156** non-teaching staff members, and a population of around **2000** students of various nationalities and ages from kindergarten to 12th grade.

My dynamic approach to management coupled with my efficiencies in budgeting allowed our institution to be even more profitable and make great gains in educational benchmarks. My greatest strengths which helped me to achieve a successful head position are my critical thinking skills, problem solving abilities, excellent communication skills, and management ability. I have an incredible sense of emotional intelligence and can inspire and lead educators to deliver the best for their students.

#### **Objectives:**

- To work in a challenging and dynamic environment, and to use my expertise for professional development and student improvement.
- To inspire the attainment of 21<sup>st</sup> century skills and intrinsic motivation, as well as life-long learning and confidence in students.
- To be committed to improve the quality of 21<sup>st</sup> century education for students and educators alike.

#### **Education:**

- **M.Ed., Management Leadership and Policy** The British University In Dubai 2017-Present
- **Bachelor of Islamic Studies**, University of Jordan, Amman, Jordan, 1985
- **High Diploma, Islamic Studies**, Saint Joseph University, Lebanon, June, 1996

### **Skills:**

- Have the deep knowledge to fulfill of both the investment purpose and the school's educational goal.
- Leadership and efficient management ability.
- Appropriate and exact delegation of responsibilities to staff members.
- Have learnt and used different techniques and tools for educating students and for effective and efficient teaching and learning.
- Pioneer and risk-taker: Created an extremely successful discipline system based on rewards.
- Excellent, rapid, and authentic ability to judge character and emotional intelligence in faculty.
- Continuous Staff Recruitment both locally and internationally.
- Excellent communication and written skills in Arabic and English to deliver points in a precise and accurate manner.
- Expertise using computers and well versed with the usage of Microsoft Office Tools namely Microsoft Word, Access, Excel, and Power Point.
- Master at scheduling and creating functional time-tables for over 2000 students.
- Rare talent of bridging the educational practices and philosophies of the east and the west.
- Created awareness campaigns to educate staff members in Arabic and English of the vision, mission, goals, and best practices of the school.

### **Highlighted Accomplishments/ Core Competencies:**

- Leadership and efficient management ability
- Appropriate and exact delegation of responsibilities to staff members
- Participates in ongoing continuing education which allows me to bring different techniques and tools for educating students to the classroom
- Pioneer and risk-taker: Created an extremely successful discipline system based on rewards. Always looking for new ways to propel the institution forward financially and educationally.
- Swift and authentic ability to judge character and emotional intelligence in faculty
- Continuous Staff Recruitment both locally and internationally

### **Work Experience:**

**Executive Board Member February 2018- July 2018, Aspin Education Group**

**School founder November 2003 – August 2005, New World Private School**

**Principal September 2005 – Till November 2016**

- New World Private School, Twar 1, Dubai, and
- New World American Private School Sharjah, U.A.E.

## **My Key Responsibilities as school founder and educational leader:**

### **A. Creating a highly visible profile for the school with parents and local community to fulfill the business purpose of the school.**

1. Offer a high standard of academic performance, through the fulfillment of school leadership responsibilities. As specified in B, C, D, E, F, G.
2. Offer a high standard of customer service and hospitality for the school community: staff, parents, students and strategic partners.
3. Market and promote the school in the local community to secure optimum enrollments each year.
4. Develop and maintain positive relationships with parents and the wider community to ensure that they support the school's direction and understand the school's ethos and approach.

### **B. School Leadership**

5. Develop the school's vision, working with the community, faculty, staff and students, and provide the direction necessary for the philosophy and objectives to be translated into policy and practice in the School.
6. Contribute to the strategic development across the school and work with the school staff and community to develop a strategic plan for the school's future.
7. Provide international education vision and direction by identifying and implementing the best practices across all departments in the school.
8. Use data and the benchmarking of every student's learning to drive instruction strategies and curriculum development, incorporating new technologies into teaching and learning.
9. Establish, develop and implement CPD plans for faculty and staff to help lead and direct the teachers to continuously improve their performance and achieve academic excellence.

### **C. Curriculum Development**

10. Responsible for the development of the curriculum. Ensures that the process is continuously reviewed so that we remain competitive in our teaching model and inclusive of the concepts of assessment, learning styles and differentiation. The goal that is always at the forefront is to have a curriculum that informs, inspires, challenges and develops every child while simultaneously meets the inspection, accreditation and evaluation processes.

#### **D. Organization & Staff Management**

11. Set a functional organizational structure for the school in order to allocate clear individual accountabilities and ensuring the clear delegation of tasks across staff members.
12. Recruit, hire, and train all school staff.
13. Establish and Develop JDs for all of the school's staff.
14. Establish and develop staff's performance evaluation system by monitoring data and performance and working with senior leaders to ensure good teaching practices, innovation and improvement.

#### **E. Improve School Facilities**

15. Develop and maintain the school's facilities, working closely with the facilities team to ensure the campus offers a safe and clean environment.

#### **F. Budget Control**

16. Develop a structure for building a school budget based on needs and maintain control of agreed financial budgets to ensure financial plans are met.

#### **G. Student well-being**

17. Takes an active interest in the daily life of all students, ensuring high standards of behavior and attendance in the school.
18. Monitor and review the range of academic, career, social and emotional guidance services for students to ensure best practices are implemented, students' welfare is safeguarded and high standards are maintained.
19. Maintain an extensive co-curricular program, including a large variety of activities and sports for students to further enhance the wealth of opportunities that the School offers.

**Vice-Principal April 1997 – October 2003**

Al-Thuraya School, Dubai, U.A.E.

#### **Responsibilities:**

I assisted the Principal of the school in various management and monitoring activities and helped to maintain discipline on campus. I attended various ongoing education classes and conferences for student management. I trained teachers utilizing the latest techniques and imparted the various teaching methodologies which allows for varied teaching approaches in the classroom. In the principal's absence, I oversaw the various operations of the school. I also observed, evaluated, and recorded my observations of all staff members and students.

### **Islamic Head of Department, January 1995- April 1997**

Al-Thuraya School, Dubai, U.A.E.

- Conduct weekly meetings
- Supervise assessment
- Promote tolerance and community bonding across all religions and nationalities
- Supervise learning without walls projects and project-based learning
- Head of community service program
- **High School Teacher, Islamic subject, August 1991 – April 1997**  
Al-Thuraya School, Dubai, U.A.E.

#### **Responsibilities:**

I taught Islamic classes for 7-12th grade. My teaching style involved various methods to encourage students to learn about Islam. I taught in an interesting, hands-on, and real-life way, which increased student motivation and attainment.

#### **Training and Workshops in:**

- English language
- Strategic planning
- School Self-Assessment

#### **Presenting/Implementing training and workshops in:**

- Strategic planning
- School self-assessment
- Active learning
- Curriculum standards
- Quality standards
- Job descriptions
- Lesson planning
- Assessing students' skills
- Tracking and assessing students' personal and social development
- Curriculum enrichments
- 21<sup>st</sup> century skills
- Differentiated instruction
- Best practices
- Student learning outcomes (SLO's) / Indicators
- Parent, teacher, and student awareness about the vision, mission, and goals of the school community

#### **Publications:**

- School advertisement brochures
- Employee handbooks (policies, job descriptions, visions, missions)
- Student assessment grading books

- Student and parent handbooks
- Behavior policies
- Numerous best practices

**Community Service:**

- Organized/Served/facilitated helping the poor for over eight years, Amman, Jordan

**References:** Supplied upon request