

Nazmi Masri

Operation Management And Head Of Academic Affairs

A Senior Manager with more than 12 years of experience in school management , administrative and behavioral management , curriculums , standardized and locally-developed assessments , counseling , working in multi- cultural environments and dealing with Superintendents , Board of Directors, Administrators and staff , Teachers , Parents and Students . Enthusiastic team member eager to contribute to team success through hard work , attention to detail, and excellent organizational skills with an objective of ensuring the overall success by working in collaboration with all stakeholders to foster the best practice and proper pedagogy and encourage creative work environments through recognition for inspiration to excel. Conserve organization's vision and work on its mission by maintaining its high standards and optimize its operation.



Work History

**2019-08 -
Current**

Head of Academic Affairs

Dar Jana International School, Jeddah, Saudi Arabia

- Foster Collegiality and team spirit among staff members.
- Provide communication with superintendent, departments, staff, students, and parents.
- Promote suppositions for high-level performance to staff and students.
- Analyze both in house formative and summative assessments ,and external standardized and diagnostic tests such as MAP (growth and screening , SAT and AP ...and work in collaboration with academic departments on identifying the learning gaps to align the departments' standards vertically and review its curriculum.
- Recognize excellence and achievement.
- Direct planning activities in place with staff, academic and non-academic departments (Accounting, Procurement, Transportation, Admissions, HR, IT, FM) in coordination with the board of directors, and superintendents to ensure attainment of the school's mission.
- Orient new staff / induction.



Contact

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Skills

Team Management and
Leadership

Social and Academic
Development

Behavior Management

Student Engagement

Classroom Management

Business Management
and Planning

Curriculum Assessment

Professional Development

- Supervise, observe and evaluate faculty performance, follow-up on attendance collaboratively with HR and scheduling and arrange timesheet.
- Assign teachers to classes in coordination with DCs and coordinators.
- Make recommendations to superintendent and HR concerning employees.
- Work with planning committees and coordinators for development.
- Comply with the Kingdom's policies and regulations affecting the school.
- Ensure a clean, safe, and orderly campus.
- Ensure that school rules are observed and that students' discipline is appropriate in accordance to student code of conduct.
- Conduct conferences about student and school issues (academic and non-academic) with parents, students, administration, and teachers
- Always try to serve as a role model!

Counseling
 E-Learning
 Business Recruitments
 Understanding
 Conflict Resolution
 Project Staffing
 MS Office ; G-Suite
 Scheduling using multiple
 SIS

2012-08 -
 Current

Counseling and Accreditation

Dar Jana Internatioal School , Jeddah, Saudi Arabia

- Worked on standards and diagnostic studies related to student performance data in correlation with local and international assessments (PSAT, SAT I, SAT II, AP, GRADE, GMADE, MAP).
- Facilitated in preparation for accreditation and worked on school standards and in planning committees.
- Counseled and coached students and parents and served as a guidance counselor for juniors and seniors in preparation for universities.
- Prepared a wide range of extracurricular activities for students and community service for juniors and seniors.
- Attended many conferences, summits, and workshops ;Dubai-Jadarrah, AdvancEd-Jeddah, Summit-LAU-Beirut, ect...

2011-08 -
2019-05

Senior Administrator and Academic Quality Controller

Dar Jana International School

- Establish and improve critical tasks and interdependencies in alignment with the 4 practices , instruction,curriculum,teaching,and learning through monitoring, observing, and evaluating teachers and admin.
- Collect data , coordinate and collaborate with my team on improving the practices and approaches used in classes and outside classes.
- Structure and System ; Supervise and ensure operation, data system, class instructional tools, schedules, safety and substantiate all are operating efficiently.
- Support staff, teachers, and administrators and collaborate with all staff on providing best methodologies and raise cultural awareness in alignment with school's vision.
- Responded to, researched and resolved issues from internal staff, external departments and parents.
- Delegated tasks, monitored compliance and implemented performance improvement plans.
- Managed quality and accuracy of performance and delivery , and coordinated between different personnel and departments.
- Helped employees and students with day-to-day work and complex problems by applying motivational and analytical strategies.
- Interacted with stakeholders professionally by phone, email or in-person to provide information and resolve problems in certain academic and non-academic situations and directed to desired staff members.

2009-08 -
2011-08

Liaison and Admissions

Dar Jana International School , Jeddah

- Devoted special emphasis to punctuality and

worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

- Offered a clear communication between parents, students , teachers, and school administration.
- Established a mutual understanding of school regulations and a cooperation strategies between parents, students, and teachers.
- Organized meetings to discuss academic and non-academic concerns with guardians and students and guided accordingly.
- Prepared evaluations , assessed and managed meetings.
- Supervised on admissions (entrance exams ,enrollement process , and interviews with parents and students according to MoE, and oriented parents and students).

**2008-02 -
2009-08**

Teacher

Dar Jana International School , Jeddah

- Taught Social Studies for grades 7 through 10 and English for grade 5 .
- Kept classroom organized, clean, and safe for all students and visitors.
- Prepared comprehensive English curriculum for grade 5 students.
- Helped students develop important learning skills and good positive study habits .
- Prepared and implemented lesson plans according to pacing schedules and scope and sequence covering required course topics.
- Coordinated theme days for classes to encourage interest in reading, resulting in significant increase in reading scores.
- Adapted lesson plans and curricula to student interests, increasing GPAs and student engagement.
- Worked with administrators on behavioral issues to support needs of all students.
- Enhanced student learning by optimizing wide

range of instructional approaches and innovative classroom activities.

Education

2002-09 - **BBA**
2006-01 *Jinan University - Lebanon*

Additional Information

Hold a permanent Saudi dependent permit /iqama

Languages

English		Excellent
Arabic		Excellent

Certifications

Leading Schools (CSML-HBS)

Optimize your School with Continuous Improvement (Cognia-AdvancEd)

Getting Started with Curriculum Review (Cognia)

Montessori Teaching - Fundamental Concepts & Principles

Advanced Fitness Certificate (15 CPD)

ESL Certificate

Production and Operation Management; Project Management