

Maya El Fata

Lebanon - Beirut // 18 Jan 1988 // **00961-3-053671** // drmayaelfata@hotmail.com

PROFILE

Professionally: I taught mathematics and science (physics, chemistry and biology) for 13 years. Then I worked as an assistant HOD of the intermediate and secondary cycles in a certified school. I am a lifelong apprentice in the following areas: management, math, science, pedagogy, psychology and technology.

Personally: I have strong leadership, communication and organizational skills. I also have a responsible, attentive, fair and dynamic personality. Passionate about managing and transmitting knowledge according to 21st century skills, I am in continuing education.

EXPERIENCES

ASSISTANT HEAD OF INTERMEDIATE AND SECONDARY CYCLES

Lebanon // Makassed Khadija El Kobra High School// Sept.2023 - Nov.2024

- 1. Administrative functions: ensuring the smooth running of the cycle and compliance with regulations**
 - a. Organize the division's schedule (schedules, exams, activities...) taking into account the different schedules established.
 - b. Process the admission of students, their distribution, registration, reception, supervision and security.
 - c. Manage budgets, equipment and tuition.
- 2. Pedagogical functions: Ensure the necessary coordination between teachers and lead the teaching team**
 - a. Participate in the development and monitoring of educational, cultural, scientific and sports projects and actions.
 - b. Facilitate planning, monitoring and evaluation meetings with the teaching team and coordinators.
 - c. Launch and facilitate class councils.
 - d. Drive a comprehensive educational action for student success: analyze the results of evaluation, implement and monitor support strategies.
- 3. Social functions: ensuring the quality of school relations with parents and all partners**
 - a. Establish dialogue with families: represent the school to families, call parents, listen to parents and address school, discipline and related issues.
 - b. Establish contacts with the different partners (outings, visits, professionals...)

MATHEMATICS AND SCIENCE TEACHER

Lebanon// Makassed College Khaled Ben Al Walid // Sept.2010 – Sept.2023

- Teach math, physics, chemistry and biology for 13 years to regular students and those with learning difficulties (inclusive).
- Evaluation of scientific projects for all cycles
- Character Education teacher

PUBLICATION OF MY BRIEF

Lebanon// Lebanese University // 2015

- Publication of my Memoir in Arabic: “The role of the principal in strengthening positive student behaviors and how they interact with each other at primary level.

Trainer for teachers and supervisors

Lebanon// free work // 2015 - present

- Organize and lead several workshops on leadership and pedagogy.

EDUCATION

LANGUAGES SPOKEN

ARABIC (EXCELLENT), FRENCH (V.GOOD), ENGLISH (V.GOOD)

MASTER: EDUCATION ADMINISTRATION

LEBANESE UNIVERSITY // 2013 – 2016 // MENTION: VERY GOOD

MASTER 1: BIOLOGY

LEBANESE UNIVERSITY // 2006- 2010 //MENTION: GOOD

CONTINUING TRAINING:

- I am a lifelong apprentice (a *lifelong learner*) in the following fields: *management, math, science, pedagogy, psychology and technology.*
- Obtaining the DELF B1 certificate and CELF training in 2013 - from the IFL

SKILLS

Leadership - Communication - Organization and Planning - Project Management - Strategic Vision - Excellent presentation - Flexibility and adaptability - Refined, attentive, fair, responsible and dynamic personality - Business development - Problem solving.
