AMERICAN COMMUNITY SCHOOL
OF ABU DHABI *SINCE 1972*

Job Description

JOB DESCRIPTION

TITLE: Emirati Teaching Internship and Emiratization Coordinator
REPORTS TO: Assistant Superintendent and Director of Human Resources
CONTRACT DAYS: 190
SALARY: Based on qualifications and experience, in accordance with the ACS salary scale
WORKING HOURS: Monday through Thursday: 7:45 am to 4:30 pm, Fridays until 12:00 pm. with evenings and weekends as required by school events and program responsibilities

JOB SUMMARY

The Emirati Teaching Internship and Emiratization Coordinator supports the development and implementation of the school's Emiratization plan, in partnership with the Superintendent, Assistant Superintendent, and the Director of Human Resources. The Coordinator advances the school's commitment to developing Emirati talent, strengthening pathways into the teaching profession, and building a sustainable approach to recruiting, supporting, and retaining Emirati employees.

The Coordinator leads the Emirati Teaching Internship Program, oversees other internship placements across the school, and coordinates the recruitment, selection, onboarding, and professional learning of Emirati Instructional Assistants. The role also cultivates relationships with universities, government entities, and other organizations to support collaboration, professional growth, and future employment opportunities, contributing to our strategic priority of *Strengthening Community*.

RESPONSIBILITIES:

1. Emiratization Strategy and Coordination

- Collaborate with the Superintendent, Assistant Superintendent, and Director of Human Resources to develop, implement, and evaluate the school's Emiratization plan.
- Serve as the school's primary coordinator for Emiratization-related initiatives, processes, and communications.

2. Emirati Teaching Internship Program

- Lead the planning, recruitment, coordination, and ongoing development of the Emirati Teaching Internship Program.
- Coordinate intern selection, placement, scheduling, onboarding, and communication throughout the internship experience.
- Collaborate with division leaders and mentor teachers to establish clear expectations and provide meaningful supervision, mentoring, and professional learning.
- Monitor intern progress, gather feedback, and evaluate program effectiveness to identify opportunities for improvement.
- Maintain accurate program records and provide regular updates and recommendations to school leadership.

3. Internship Coordination Across ACS

- Coordinate and oversee internship placements throughout the school, including opportunities beyond the Emirati Teaching Internship Program.
- Establish consistent procedures for approving, organizing, and monitoring placements, in collaboration with teachers and supervisors.
- Coordinate intern orientation, onboarding, schedules, and communication, ensuring relevant safeguarding and operational requirements are met.
- Maintain accurate placement records and gather feedback to support a positive, purposeful experience for interns and their teams.

4. Emirati Recruitment and Development

- Lead the recruitment, interviewing, selection, and placement of Emiratis in collaboration with Human Resources and division leadership.
- Develop recruitment strategies and candidate pipelines to attract qualified Emirati applicants.
- Coordinate onboarding and orientation to ensure new employees understand school expectations, policies, and available support.
- Collaborate with supervisors to identify professional learning needs, support ongoing development, and establish appropriate growth goals.
- Maintain recruitment and development records, monitor outcomes, and provide recommendations to strengthen recruitment, support, and retention.

5. Strategic Partnerships and Community Engagement

- Develop and sustain partnerships with universities, teacher preparation programs, government entities, and other organizations in Abu Dhabi and beyond to advance our Emiratization goals.
- Represent ACS in partnership meetings and external initiatives, communicating program goals, expectations, and opportunities clearly and professionally.

SKILLS & QUALIFICATIONS:

- Exceptional organizational skills and the ability to manage multiple programs, projects, and deadlines simultaneously.
- Excellent written and verbal communication skills and the ability to build productive relationships across a diverse school community.
- Strong interpersonal skills and cultural awareness
- Sound judgment, discretion, and the ability to maintain confidentiality when handling sensitive personnel information.
- Initiative, flexibility, and the ability to work independently while collaborating effectively with a range of stakeholders.

EXPERIENCE:

- A Bachelor’s Degree in Education
- Experience coordinating internships, recruitment, employee onboarding, or professional development programs.
- Experience developing program procedures, maintaining data systems, evaluating outcomes, and preparing reports for leadership.