



AMERICAN COMMUNITY SCHOOL OF ABU DHABI

JOB DESCRIPTION

TITLE: Director of Arabic Programs and Islamic Studies

REPORTS TO: Director of World Languages

CONTRACT DAYS: 200

WORKING HOURS: Sunday through Thursday, 7:45 am to 4:00 pm, except on Tuesdays, which end at 4:30 pm. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

RESPONSIBILITIES:

Position Summary:

The Director of Arabic Programs and Islamic Studies will provide leadership, organizational and management skills to further the mission and vision of ACS. The Director of Arabic Programs and Islamic Studies is a program coordinator who reports to the Director Of World Languages and works collaboratively within the Office of Learning to:

- Manage the curriculum of the Arabic and Islamic Studies programs, providing leadership in assessment and development of a standards-based curriculum,
- Develop and lead professional learning opportunities for the Arabic and Islamic Studies department,
- Work with the division principals and Human Resources to recruit, evaluate and retain the highest quality Arabic instructors,
- Act as a liaison between ACS and ADEK to ensure compliance with local regulations,
- Order and evaluate program materials,
- Develop a collaborative and nurturing environment that is focused on learning,
- Adhere to [ACS Professional Commitments](#),
- Effectively work with the parent community to explain the Arabic program, and
- Represent the school within the community.

The Director of Arabic Programs and Islamic Studies must be learning focused, student-centered and enjoy working closely with teachers and students in their activities and day-to-day life at ACS.

Duties and Responsibilities:

Instructional Leadership: The Director of Arabic Programs and Islamic facilitates the implementation and revision of the standards-based curriculum, based on the ACTFL standards and the ADEK requirements. He or she assists in the evaluation of the school program using both internal and external student learning data. He or she works with the Office of Learning and division principals to establish and assess yearly goals in alignment with ACS's Guiding Statements, accreditation recommendations and student learning results. He or she collaborates with the Office of Learning to support the Arabic department to improve curricular units of instruction and advance divisional goals with a particular focus on the learning design for heritage learners.

Student Learning Data: The Director of Arabic Programs and Islamic Studies assists in the review of the school program using both internal and external student learning data. He or she will assist in the creation of action plans designed to improve student-learning results based on internal and external data.

Professional Growth and Evaluation of Teachers: The Director of Arabic Programs and Islamic Studies will assist, as assigned by the Principals, in the interviewing and decision making for recruiting of exemplary faculty and teacher assistants. The Principals will work collaboratively with the Director of Arabic Programs and Islamic Studies in preparing the professional evaluation of Arabic and Islamic Studies faculty. Additionally, the Director of Arabic Programs and Islamic Studies will be responsible for the coaching of faculty in conjunction with the Principals and Director of World Languages. He or she will ensure that teachers have access to professional learning opportunities that align with the school's strategic plan. He or she will provide leadership for the implementation and follow up on professional learning activities.

Scheduling: The Director of Arabic Programs and Islamic Studies assists in the formation of the job assignments for the various Arabic and Islamic studies teachers. He or she will also lead and participate in special events for the total school program (National Day, Parent Coffees, Back-to-School Night, etc.).

Implementation of the School Program: The Director of Arabic Programs and Islamic Studies works in collaboration with the Office of Learning to provide direction to staff in implementing school wide initiatives such as the development of instructional goals, Understanding by Design unit planning in Atlas Rubicon, implementing differentiated instruction, professional learning plans, and NESAs Arabic initiatives.

Student Support: The Director of Arabic Programs and Islamic Studies monitors the proficiency placement of Arabic students K-12, ensuring that students and parents are receiving yearly appraisals of their growth in Arabic. The Director of Arabic Programs and Islamic Studies is responsible for communicating with parents, and will assist teachers in regularly communicating with parents.

Communication: The Director of Arabic Programs and Islamic Studies is responsible for maintaining strong communication between the Office of Learning and Principals about the Arabic and Islamic Studies programs. The Director of Arabic Programs and Islamic Studies promotes and maintains open lines of communication by displaying positive attitudes towards students, teachers, and parents. In addition to regular partnership with the Director of World Languages, the Director of Arabic Programs and Islamic Studies will meet weekly with the Office of Learning and monthly with the Superintendent.

Professional Learning: The Director of Arabic Programs and Islamic Studies is proactive in improving his or her own professional knowledge and skills in the area of leadership, curriculum, and best practices.

SKILLS and QUALIFICATIONS:

- Strong academic qualifications with a MA or advanced graduate study in education
- Native Arabic speaker; native fluency in English
- Valid teaching credential with five years of teaching experience
- Excellent organizational, administrative and interpersonal skills
- Ability to work independently and safeguard confidential information
- Sensitivity in meeting the needs of an international student body
- Demonstrated leadership with experience in curriculum development and co-curricular programs
- Experience in a similar International and/or regional environment is an advantage
- Proficient in IT for productivity purposes and as a tool to facilitate learning in the classroom