



| General Information  |                      |                         |                     |
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| Curriculum & Assessment Specialist   | Job Title in English | أخصائي المناهج والتقييم | Job Title in Arabic |
| Head of Academics and Development  | Direct Manager       | Academics & Development | Department          |
| / /  | Date Received        |                         |                     |
| Head of Academics and Development, Academics & Development Team, Principals, Deputy Principals, Subject Team Leaders, Teachers, Admissions Manager |                      |                         | Relations with      |

| Job Description Summary   |
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| Curriculum & Assessment Specialist is responsible for organizing ,implementing and overseeing curricula and instructional programs for the school .The role also includes reviewing curriculum and learning materials' effectiveness upon student learning and achievement and taking steps to further enhance it .Also is responsible for collecting ,managing ,analyzing ,summarizing and reporting of school data ,to drive instruction and school operations .The data is used to identify trends ,improve practices and assist critical decision-making by instructional leadership & management within the school |

| Responsibilities  |
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| <b>Responsibilities related to data, assessment and exams</b>   |
| 1. Install, monitor, manage and update student information systems, programs and databases  |
| 2. Develop student information systems and processes to securely collect and maintain data. Collect data (e.g. enrollment information, student grades, graduation rate, QIYAS score) throughout the school year                                     |
| 3. Develop and design data dashboards, assessments reports, and spreadsheets and uses advanced software analysis tools to better manage and analyze data; to identify trends and generate useful information for schools                            |
| 4. Create customized reports for use by leadership, management team, and school owners so they may analyze students' & school's achievement and progress towards set KPIs and goals   |
| 5. Support Head of Academics and Development and Training & PD Specialist to collect data and evaluate impact of professional development and Professional Learning Communities activities on teaching and learning                                 |
| 6. Support Head of Academics and Development to collect and evaluate school data relating to curriculum and assessment  |
| 7. Prepare and present reports that summarize analyzed data, highlight key findings and formulate suitable recommendations for schools  |
| 8. Provide relevant staff with training and technical assistance regarding student information systems, programs and databases. Provide training to academic leadership specially to support data-driven instruction                                |
| 9. Arranges and coordinates international and national testing and examinations for school  |
| 10. Create logistical plans for administering students' assessments; and communicate roles & responsibilities to all relevant staff   |
| 11. Coordinate all logistics of assessments and oversee test administration   |
| 12. Provide training and guidance to relevant staff regarding procedures to securely administer student assessments   |
| 13. Work with academic staff to gather and store student assessment results   |
| 14. Coordinate with Subject Team Leaders to collect question bank to unify exams in boys and girls' schools and ensure that they are aligned with the required standards  |
| 15. Coordinate the management and coordination of exam committee meetings in cooperation with the Head of Academics and Development   |
| <b>Responsibilities related to curriculum</b>   |
| 16. Develop and oversee school curriculums (i.e. national and US curriculum) and ensure it is aligned and standardized across all school sections (i.e. boys' and girls' school), and aligned to Ministry's and school's accreditation requirements |



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| 17. Plan and coordinate the review, development and revision of all curriculum documents and materials (e.g. curriculum goals, outlines, teaching plans), under the direction of Head of Academics and Development                                    |
| 18. Support Head of Academics and Development in researching, evaluating and selecting instructional material, equipment and techniques that best meet students' learning needs.  |
| 19. Review (continually) school's curriculum and teaching to ensure that it is in line with Ministry's rules and regulations. And complete any necessary paperwork required by MoE supervisors regarding curriculum                                   |
| 20. Integrate and apply new framework and principals across all curriculums (i.e. national & American diploma) should school decide to pursue new curriculum in the future  |
| 21. Communicate regularly with external organizations to create a roadmap for introducing new curriculum to the school  |
| 22. Keep up to date with trends in curriculum development, instructional material and techniques. Share latest information and curriculum development with relevant staff   |
| 23. Observe (time-to-time) classroom instruction in coordination with principals and provide feedback and assistance to teachers, and Head of Academics and Development, to further help improve teaching methods                                     |
| 24. Coordinate with Support Services Manger to receive and safely store ordered instructional materials and equipment (e.g. textbooks). And deliver materials and equipment to Admin. Assistants so they may distribute it to Teachers and classrooms |
| 25. Accomplish tasks assigned by the Head of Academics and Development  |

| Skills Needed  | Qualifications Needed  |
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| <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office suite (especially Access, Excel)</li> <li>• Expert in curriculum design and assessment</li> <li>• Expert in data analysis software, student information systems programs, and databases</li> <li>• Excellent interpersonal &amp; communication skills</li> <li>• Strong analytical and problem-solving skills</li> <li>• Outstanding organizational &amp; planning skills</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelors in Computer Science, or a similar field (required)</li> <li>• Masters in Computer Science, Education, Social Science or Statistics (preferred)</li> <li>• Experience in advanced data extraction, management, analysis and reporting within the education field</li> <li>• Bilingual in Arabic and English</li> </ul> |

| Process      | Name              | Job Title                       | Signature | Date         |
|--------------|-------------------|---------------------------------|-----------|--------------|
| Developed by | Nidha N Musliyar  | Consultant at Emkan Education   |           | 1/ 11/ 2018  |
| Reviewed by  | Asma Alkadi       | Manager of Development Programs |           | 1/ 11/ 2018  |
| Approved by  | Rasheed Alrasheed | Managing Director               |           | 1/ 11/ 2018  |
| Updated By   | Asma Alkadi       | Consultant                      |           | 15 / 5 /2022 |