

# United Arab Emirates Jobs Expertini®

## Coordinator

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Company: GEMS Education

Location: dubai

Category: other-general

Core Responsibilities: • Demonstrates positive leadership and highly effective communication skills • Maintains utmost confidentiality at all times, due to the nature of personnel disclosure within the department/grade level • Models and encourages a culture of kindness in support of the GEMS/GWA core values • Responsible for review, monitoring and quality assurance of CP programme within each department • Assists with the accomplishment of strategic school improvement plans, including but not limited to leading scheduled and walk-in tours for CP families, meeting with CP families to address concerns, oversee the development of departmental curriculum booklets, regularly update the Academy website with relevant and up-to-date CP information, lead coffee mornings for current and prospective families, attend marketing events for the Academy that take place outside of regular working hours, support with the retention of students in CP, etc. •

Coordinate end-of-year check-out procedures

#J-18808-Ljbffr

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