

English Coordinator Jobs In Dubai UAE 2023 | Gems School

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Reporting to the Center Director, this position has the primary responsibility of providing and coordinating academic skills instruction and homework assistance to all ages ranging from four – eighteen. In addition, this person is responsible for coordinating and implementing the tasks associated with the day-to-day running of the Center.

Responsibilities:

Assess and report student academic performance and needs through standardized testing.

Develop, implement and track the Oxford Learning Center individualized student academic plans on a daily basis.

Clearly communicate center policies and procedures to parents and applicable support staff to ensure effective running of the center.

Work with school personnel including counselors, teachers and/or administration to help facilitate student progress.

This includes marketing to schools, school visits, regular contact with teachers when required or requested by parents or the school, as well as writing correspondence letters and progress reports on behalf of our students.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Understand and support Oxford Learning's Vision, Mission and Values Statement.

BA degree from an accredited college or university. A background in education and teaching experience preferred.

Experience working with ESL youth and families preferred

Experience working in a multicultural setting and sensitivity to multicultural issues

Self-starter, ability to take initiative and make intuitive decisions while working as part of a team

Experience with Microsoft Office programs and the ability to learn and adapt to new software and technology.

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