



# Al Batool Virtual International School And Al Forqan Private School (Virtual American Program)



## **Academic and Administrative Support Team**

Al Batool Virtual International School (BVIS) and Al Forqan Private School – Virtual American Program (FVAS) Full Time Student Support Services utilizes an evidenced–based Multi–Tiered System of Supports (MTSS, for Counselors/Administrators )

For more information and contact , please visit : <https://batoolforqan.online/academic-support/>

## **Staff Roles and Responsibilities**

### **Academic Director**

#### **Academics:**

Take responsibility for academic quality and rigor of the school.

Further develop Link School model of education in accord with school goals for a college prep curriculum that is highly engaging with strong experiential components.

Establish curriculum mapping that guides the school forward and captures academic work done previously for historical data o lead academic accreditation process with AdvancED /Cognia.

Schedule and administer PSAT and other standardized tests

#### **Teaching:**

Develop academic courses.

Become course administrator for any online electives student register for o teach and support a test prep class.

#### **Staff :**

Support teachers in working with remedial students.

Hire tutors as needed to support students.

Develop block course content and coordinate with visiting instructors.

Oversee work and on–going training of the staff.

Conduct classroom observations and provide feedback to teachers.



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### **Staff & Administrative:**

Assist in admissions process.

Be willing to work long hours in an intense environment.

Communicate with parents and assist students in their communication with parents.

Help School Administrator with parent visitation.

Work closely with a small group of staff.

Attend trainings, professional development workshops and school visits.

Serve on peer review boards with Cognia formally AdvanceED and other professional associations.

Work to keep program expenses within budget

### **Instructional Designer Specialist Responsibilities:**

Create engaging learning activities and compelling course contents.

Work with subject matter experts and identify target student's needs.

State instructional end goals and create content that matches them.

Visualize instructional graphics, the user interface and the finished contents.

Conduct instructional research and analysis on learners and contexts.

Apply tested instructional design theories, practice and methods.

Provide exercises and activities that enhance the learning process.

Create supporting material/media (audio, video, simulations, role plays, games etc).

Decide on the criteria used to judge learner's performance and develop assessment instruments.

Maintain project documentation and course folders.



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### School Coordinator

Supervise and administer the program at their site.

Be involved with the selection, evaluation, development, and retention of staff.

Provide professional consultation, direction, and assistance to faculty and students.

Oversee the admissions process and approve all student enrollments.

Conduct student intervention conferences.

Provide leadership in the development of the educational program in the school.

Foster effective home/school/community partnerships.

### School Counselor

Assist students with course selection and enrollment.

Help students learn about various careers and about career planning skills.

Provide advisory and individual counseling assistance to students.

Collaborate with school personnel to assist students with developing skills that support academic achievement, high school graduation, and lifelong learning.

Help students who exhibit attendance, academic, or behavioral problems and encourage parental involvement.

Maintain student transcripts and academic records.

### Teacher

Establish a learning environment of mutual respect and professionalism where students are encouraged and supported.

Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.



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Grade student work, conduct office hours, and provide other instructional support to students in adherence with district policies and procedures.

Provide face-to-face or web conferencing for small group and individual direct instruction. • Provide timely, formative feedback on student work.

Provide appropriate intervention and direct instruction to assist struggling students.

Communicate student performance regularly with students, parents, and school staff.

Provide motivation and encouragement to all students.

Help students to problem solve, set goals, plan and pace their learning.

Proctor designated assessments and ensure academic integrity.

Maintain timely records of student performance.