

Chris Cooke

Educator/School Administrator

The Canadian International School - Abu Dhabi

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ABOUT ME

I am a motivated and enthusiastic Educator and School Administrator with over 25 years of experience at the secondary school level (Grades 7-12). I was instrumental in starting and maintaining an independent High School in South Africa, have lived and taught in four countries and was the lead administrator of an International Residential High School in the Indian Himalayas. At present, I am the Guidance Counsellor and Senior English Teacher at an international school in Abu Dhabi (United Arab Emirates) that offers the internationally recognized Albertan (Canada) Diploma. I have had extensive experience in administration, interviewing prospective educators and learners, in-house teacher training, curriculum and policy development and liaison with the various boards of education under whose curricula I have worked. In December 2014, I completed a Master of Arts in Education from Michigan State University, specializing in Educational Leadership and Educational Technology.

KEY QUALIFICATIONS AND EXPERIENCE

- ❖ Certified by **The South African Council for Educators**.
- ❖ Certificate of International School Leadership from the **Principal's Training Centre** for International School Leadership.
- ❖ Formal permission to teach **Albertan Curriculum**.
- ❖ Eligible to hold a **Saskatchewan Education - Professional 'A' Teacher's Certificate**.
- ❖ Extensive work on school Mission and Vision.
- ❖ **International Baccalaureate (IB)** certification in categories 1, 2 and 3 (in various specialty areas).
- ❖ School curriculum development, budgeting, performance management, student and staff recruitment.
- ❖ Worked with **Middle States Association (MSA)** Accreditation for Growth protocol.
- ❖ Member of an MSA accreditation team to the Lahore American School, Pakistan.
- ❖ Qualified teaching methodologies in Secondary (Grades 7-12) English and Guidance Education.
- ❖ Experience teaching English, Guidance, Drama, History, Computer Studies and Religious Education.
- ❖ Experience with school data management system **The Education Edge (Blackbaud Inc.)**, **ManageBac** and **PowerSchool**.
- ❖ Excellent working knowledge of PC and Apple Mac platforms including various educational tools.
- ❖ I currently conduct all my classes using a **WikiSpace**.

CAREER HISTORY

THE CANADIAN INTERNATIONAL SCHOOL - ABU DHABI Pre-Kindergarten to Grade 12, Alberta Education Accreditation, Abu Dhabi, U.A.E.

Period of employment: August 2013 - Present

Positions Held:

- Guidance Counsellor
- English Language Arts Teacher - Grade 12 (ELA 30-1 & ELA 30-2), Grade 10 (ELA10-1) and Grade 8
- Career and Life Management Teacher

Additional responsibilities:

- Student Council Advisor
- CIS got Talent Co-ordinator
- School Musical
- Grade 12 Advisor
- Staff Music Ensemble

ETONHOUSE INTERNATIONAL SCHOOL – WUXI Pre-Kindergarten to Middle Years Program level 5, an International Baccalaureate School, Wuxi, Jiangsu Province, China

Period of employment: August 2011 – July 2013

Positions Held:

- Senior Years Coordinator for EtonHouse – China.
- Middle Years Program (MYP) Language A - English and Technology Teacher for the 2012/2013 academic year
- Educational Technology Integration and Teacher Educational Technology support.
- Chairperson of the EtonHouse China, Technology Integration Standing Committee.
- Year 5 (Grade 4) Teacher for the 2011/2012 academic year

Additional responsibilities:

- Mentor to new teachers in classroom management and behaviour
- Responsible for teaching guitar as an extra-curricular activity
- Chair several staff meetings

In November 2011 we underwent successful Primary Years Programme (PYP) and Middle Years (MYP) Programme authorizations.

LANGENHOVEN GYMNASIUM Grade 8-12, Afrikaans medium school, Oudtshoorn, South Africa

Period of employment: February 2011 – June 2011

Position Held:

- *Grade 10 English First Additional Language (Part Time)*

WOODSTOCK SCHOOL A Kindergarten - Grade 12 International School in Mussoorie, Uttarakhand, India, 248179

Period of employment: July 2001 – June 2010

Positions Held:

- ¼ time Staff Recruiting Consultant (July 2009-June 2010 - Sabbatical year to start pursuing an Master of Arts in Education through Michigan State University, U.S.A.
- Head of High School (July 2004 – June 2009)
- Board Appointed Chief Functionary responsible for the whole school in anticipation of new Principal's arrival (June-July 2008), during which time several building and infrastructure projects needed to be managed.
- Assistant Head of High School (July 2002- June 2004)
- English Teacher (July 2001- June 2007) – Extensive experience with the International General Certificate of Secondary Education (IGCSE).

Responsibilities while Head of High School:

- Responsible for both Academic Programme (Advanced Placement, IGCSE, and Indian Marksheet) and Student Residences
- Leading Academic Staff, Residence Staff and Employees (over 50 people) and liaising with colleagues and parents
- Member of School's Senior Administrative Council
- One of three Administration members on the school board.
- Developing, managing and sustaining programmes, curricula, events and activities
- Staff Recruitment

- Developing, managing and sustaining resources, budgets and facilities
- Member of the school's Admissions and Grants Committees
- Head of Academic Departments - Committee Chair
- All School Planning, including regular coordination with Middle and Elementary school heads
- Performance (both staff and programme) management, reviewing and reporting
- Teaching English and Drama.
- Producing and directing 3 of the school's semester plays. Consultant to successive Drama teachers.
- When the need arose, I long-term substituted for teachers. Most specifically in English, French and Biology.
- For July 2009 – June 2010 academic year, I worked in the Human Resources Department with the specific responsibility of recruiting staff. For this, I travelled to International Schools Job Fairs.

DUDUZA COLLEGE now, King's School - Linbro Park, A Kindergarten - Grade 12 School in Johannesburg, South Africa

Period of employment: January 1995 – June 2001

Position Held:

- Head of High School and Teacher of English, History, Religious Education and Computer Studies

KING EDWARD VII SCHOOL A Grade 8 -12 High School in Houghton, Johannesburg, South Africa

Period of Employment: January 1992 - December 1994

Position Held:

- Educator & Grade 10 English Syllabus Coordinator

JEPPE HIGH SCHOOL A Grade 8 - 12 High School in Kensington, Johannesburg, South Africa

Period of Employment: January 1991 – December 1991

Position Held:

- Educator – Teacher of English and Religious Education

EDUCATION

❖ **Master of Arts in Education**

- [Michigan State University](#) (East Lansing, Michigan, United States)
- Completed - December 2014
- 4.0 GPA

❖ **Bachelor of Education (Honours)**

- [University of the Witwatersrand](#) (Johannesburg, South Africa)
- Completed - December 1997

❖ **Higher Diploma in Education (Post Graduate)**

- [University of the Witwatersrand](#) (Johannesburg, South Africa)
- Completed - December 1989

❖ **Bachelor of Arts**

- [University of the Witwatersrand](#) (Johannesburg, South Africa)
- Completed - December 1988

ADDITIONAL QUALIFICATIONS AND COURSES/CONFERENCES ATTENDED

- ❖ **Kagan Cooperative Learning** - days 1 and 2 (August 2014)
- ❖ IB, "MYP Designing authentic assessments for 21st-century learners, Category 3 in English", Sargis Sakanyan, Suzhou (PRC), October 2012
- ❖ IB, "Language A: Implementing the Middle Years Programme (MYP) curriculum, Category 2 in English", Tony Shillitoe, Hong Kong, Sept/Oct 2012
- ❖ IB, "Making the PYP Happen" PYP Category 1, Chris Curtain, Wuxi (PRC), April 2012
- ❖ "Inquiry Based Learning" with Kath Murdoch, Shanghai (PRC), September 2011
- ❖ Staff Recruiting Trips to the UNI Fair, Waterloo, Iowa (Feb 2009 and Feb 2010) and TORF, Kingston, Ontario (Feb 2010)
- ❖ Certificate of International School Leadership (**Principal's Training Centre**, London)
 - Institutes attended in order to qualify:
 - "Instructional Supervision" London, 2005
 - "Leadership and Group Dynamics" London, 2006
 - "Creating and Administering an Effective School", London, 2007.
 - "Curriculum Development for the International School", London, 2007.
- ❖ Several in-service Professional Development sessions, including:
 - "Sparkling Minds: Mentoring Children with ADHD/ADD" – Dr Amit Sen; MD, MRCPsych (UK), CCST (UK) and Dr. Shelja Sen; MPhil, DClinPsy (UK), August 2009
 - "Micro Teaching" – Dr. Elizabeth Leer, Associate Professor, St. Olaf College, MN. – August 2007
 - "The Professional Learning Community" – Joel Leer of Northfield Senior High School, MN, August 2007
 - "Teaching Evaluation" - Joel Leer, Principal of Northfield Senior High School, MN - August 2007
 - "Peer Observation", Joel Leer, Principal of Northfield Senior High School, MN - August 2007
 - "Performance Management Systems" – Dr. T.V. Rao (TVRLS), July 2006
 - "Technology Integration and 21st Century Skills" – Doug Pratt, National Board of Alternative and Community Schools, February 2006
 - NESAs Administrators conference – New Delhi 2004
 - Curriculum development exercise – Dr Anne Chapman 2003
 - "The Use of Blackbaud School Management Software" – Consultants, 2002
 - "New Ways of Thinking about Teaching and Learning" Dr. Anne Chapman, 2002
- ❖ An African Convention of Principals, St Stithians College, Johannesburg, 2000
- ❖ Independent Schools Association of South Africa – Outcome-Based Education Conference (Johannesburg College of Education) 2000

OTHER INTERESTS AND INVOLVEMENTS

- ❖ Educational Technology
- ❖ Numerous musical ventures
- ❖ Photography
- ❖ Hiking/Camping
- ❖ Cooking
- ❖ Acting
- ❖ Public Speaking & Debating
- ❖ Reading

References and additional information regarding the various positions I have held will be made available on request.