

SIDRA DAR



CONTACT

☎ 03340003355

✉ sidradar24@hotmail.com

📍 House # 8, Street # 1, Sector A, DHA Phase 1, Islamabad.



SKILLS

- Mentorship and Coaching
- Classroom Management
- Student Assessment
- Policy compliance
- Curriculum Coordination
- Time Management
- Educational Leadership
- Staff Supervision
- Critical Thinking
- Staff training and Development
- Report Preparation
- Conflict Resolution
- Parent Communication

LANGUAGES

- English
- Urdu

PROFESSIONAL CERTIFICATION

- Montessori Teacher Training Certificate-London Montessori International

REFERENCE

Hamza Javeed

Surface Studio

Phone: 03005432666

Email : javeedhamza@gmail.com



PROFILE

Experienced Montessori Academic Coordinator with over 10 years in education, specializing in curriculum planning, teacher supervision, academic coordination, and school operations. A passionate educator with strong leadership, communication, and organizational skills, dedicated to delivering high-quality learning experiences and supporting the overall development of students and staff.

WORK EXPERIENCE



City Grammar School

2024 - PRESENT

Montessori Academic Coordinator

- Oversaw Montessori curriculum implementation and academic programs.
- Supervised, mentored, and evaluated teaching staff.
- Conducted classroom observations and supported lesson planning.
- Monitored student progress and collaborated with parents.
- Managed academic administration, scheduling, and records.
- Assisted with admissions, assessments, and academic planning.
- Coordinated staff training, meetings, and school events.
- Ensured compliance with school policies and educational standards.

Army Public School

2021- 2023

English Academic Coordinator

- Coordinated English curriculum and academic activities.
- Supervised teachers and monitored student performance.
- Managed lesson planning, scheduling, and academic records.
- Conducted teacher evaluations and parent communication.
- Coordinated meetings and school events.

Allied School

2020- 2021

- Led academic and administrative operations for Play Group to Matric level.
- Supervised teaching staff, curriculum implementation, and academic performance.
- Managed admissions, recruitment, scheduling, and school administration.
- Coordinated with parents, staff, and management to enhance student outcomes.
- Organized teacher training, examinations, school events, and parent-teacher meetings.
- Ensured compliance with educational standards while managing budgets and resources.
- Fostered a safe, positive, and high-performing learning environment.

SLS School

2016- 2021

- Planned and delivered Montessori-based learning activities.
- Created a safe, engaging, and child-centered classroom environment.
- Monitored student progress and maintained assessment records.
- Promoted children's academic, social, and emotional development.
- Communicated with parents and collaborated with staff to support student success.

EDUCATION

Master of Business Administration

2016

International Islamic University

Bachelor of Commerce

Punjab Group Of Colleges

2012

FSC

Roots International School

2010