THE AMERICAN SCHOOL OF DOHA
DOHA, QATAR

Information for Prospective Faculty 2014/2015
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Dear Prospective Teacher,

We appreciate your interest in the American School of Doha (ASD). ASD, founded in 1988, is an independent vibrant pre-K through Grade 12 school designed to meet the needs of the expatriate and local community in the safe and progressive country of Qatar. Learning at ASD extends within and beyond the walls of the school and is creative, innovative, authentic, collaborative, data-informed, technology infused, and fun.

With 2063 students from 75 countries, ASD’s impressive physical campus provides a backdrop for learning of the highest caliber. Providing an internationally enriched American curriculum, ASD students have multiple options such as earning an IB diploma or taking a full array of AP courses concurrent with achieving a standard US diploma.

Over 200 teachers are exceptional educators who place knowledge about teaching and learning consistently at the center of planning and instruction. The faculty engages in ongoing professional learning on their teams, with renowned consultants who partner at the school and at regional and international conferences.

ASD’s strategic direction focuses on five strategies:

1. We will review and develop the curriculum, programs and opportunities essential to all students becoming positive, active global citizens.
2. We will identify and integrate into the school community the skills, knowledge and understandings essential for students to succeed in a changing world.
3. We will review, deepen, and refine, as needed, the practices, tools and programs essential for each student to meet or exceed the ASD standards.
4. We will develop a stronger relationship with the Qatari community and expand our involvement with Qatar’s educational aspirations while being true to our mission, vision and identity.
5. We will advance an effective and efficient infrastructure that supports student learning for the four strategies.

The school community is positive, supportive and involved. After school and weekends, families are engaged in a plethora of activities from sports to cultural endeavors.

Applications from qualified teachers are accepted at any time, but non-local applications are best made between September and December. We look for teachers who have a passion for teaching, care deeply about students, enjoy working with others in a collaborative atmosphere, and who view themselves as life-long learners. Preference is given to applicants who have three or more years teaching experience.

Living in Doha is easy. English and Arabic are widely spoken and Doha is a modern city with shopping malls, large grocery stores and its own American university complex in Education City. The country is embracing a vision of becoming a modern and progressive Islamic country.
What makes ASD attractive? The world class facility, the competitive salary and benefits package, the outstanding teachers with whom one collaborates, the school’s leadership and vision for learning, the engaged parent community and the students who quest for excellence and strive to make a positive difference in the world.

Thank you for giving ASD your consideration.

Warm Regards,
Deborah Welch, Ph.D.
Director
Our Vision

ASD is a vibrant learning community...
where learning is fun
where learning is creative
where learning is authentic
where learning is innovative
where learning is collaborative
where learning is data-informed
where learning is technology infused.

ASD is where learning extends beyond walls...

Our Mission

The American School of Doha is committed to the intellectual and personal development of our students, inspiring and empowering them to become positive, active global citizens.

Our Values

Respect
Honesty
Responsibility
Compassion
THE AMERICAN SCHOOL OF DOHA

Community

The ASD community consists of expatriate families, the majority from North America, whose presence in Qatar is centered on the oil and gas industry as well as an expanding presence in education, research, and finance. The Doha community is multi-cultural within the context of an Islamic host country.

Organization

ASD was founded in 1988 by the US Embassy and several prominent community members. A twelve-member Board of Directors serving for overlapping three-year terms governs the school. Nine members of the Board are appointed and three seats are reserved for parents who are elected. Additionally, there is a Board of Trustees, chaired by the American Ambassador, and comprised of founders of the school and the CEOs of several corporations.

Administration

The Director heads the American School of Doha. There are four divisions (Lower Elementary, Upper Elementary, Middle School, High School), each one administered by a Principal and one Associate Principal. In addition, there is a Deputy Director for Finance and Operations who oversees human resources, operations, finance, admissions and development. A Director of Teaching and Learning and Director of Instructional Technology also serve in a school-wide capacity.

Faculty

The American School of Doha is staffed by more than 200 professionals from the United States and other countries including Canada, Latin America, Europe and the Gulf countries.

Student Body

The American School of Doha seeks diversity and sees a diverse student body as a strong feature of the school and its learning environment. As a result, over seventy-five countries (75), including 10% local Qatari students, comprise the student body. North American
students make up 38% of our student body, with a total student population of approximately 2063 students.

**Facilities**

The present campus was opened in 2007 and is constantly expanding to meet the needs of the growing student population. Students and faculty have a range of resources at their disposal in the purpose built facility. There are three computer labs that include eight mobile labs that travel to classrooms; a fully computerized library system, climate controlled swimming pools, a Fine Arts Center, an Athletic Complex and fully grassed playgrounds and sports fields reflect the school's commitment to meeting all the students' needs.

**Accreditation**

The American School of Doha is fully accredited by the New England Association of Schools and Colleges.

**Orientation**

Orientation for all new faculty is held during the two weeks before school starts. Overseas hire personnel are expected to arrive in Doha in early August; the exact dates will depend on the school calendar.

**Contact Information**

If you should need to contact The American School of Doha, please note that most Qatari addresses are Post Office Box numbers and that there is NO postal / zip code. Our school address is:

*The American School of Doha*
*PO Box 22090*
*Doha, State of Qatar*

You may also contact the school by telephone at +974- 4459-1500/4459-1501 or by Fax +974-4459-1570. Remember that the time in Qatar is GMT/UTC +3hrs. The main school website is http://www.asd.edu.qa

*The courier address for the school is:*

*The American School of Doha*
*Al Bustan Street/Al Waab/South Al Soudan District*
*Doha, State of Qatar*
The Academic Program

American School of Doha (ASD) is a pre-kindergarten through grade 12 school of 2063 students now entering in its 25th year of education in Qatar. ASD was created to serve an expatriate community as well as local students who aspired to study abroad in North America or Europe. The school consists of four divisions – upper elementary, lower elementary, middle and high. Classroom instruction is in English.

The curricular areas include Math, Science, Language Arts, Social Studies, French, Spanish, Arabic, PE, Art, Music, Drama (secondary only) and Computer. Instruction in English as a Second Language is provided in grades K-8 for those students who are not native English speakers. Specialists teach Physical Education, Art, Music, Drama, Learning Support, Computer and Library in addition to second languages of Arabic, French, and Spanish in the Middle School/High School and Spanish and Arabic in the Elementary School. Computers and other devices with internet connections are found in all classrooms from pre-kindergarten through grade 12 and 1:1 laptops exist for grades 5-12. The campus also provides a completely wireless system for accessing the internet. The American School of Doha High School diploma prepares students for entrance to US colleges and universities worldwide.

Advanced Placement courses are offered. ASD began the IB Diploma in the fall of 2009 and offers a full complement of courses. ASD administers the NWEA, SAT, SSAT, and PSAT tests. Testing in Math and English is required for admission. ASD also utilizes the MAP (Measure of Academic Progress) designed by Northwest Evaluation Associates (NWEA) to students in grades 3-9. A wide variety of after-school activities are offered for students of all ages. Activities include: National Junior Honor Society, National Honor Society, Model United Nations, Student Councils, an Instrumental Music and Vocal Music program for grades 5 through 12, Gulf-wide travel for grades 6 through 12, a range of girls' and boys' sports programs with travel opportunities, including swimming, volleyball, soccer, tennis, basketball and softball, plus Drama and Yearbook. For elementary grades, activities include beginners' swimming, board games, cookery, drama, gymnastics, team sports, instrumental ensemble, and many others.
Characterizing the Divisions

ASD Elementary School

Welcome to where it all begins.........

Deeply embedded at the heart of the elementary program are the school values of Respect, Honesty, Responsibility and Compassion, which lay the foundation for nurturing and developing students in their voyage to becoming lifelong learners. Through the core curricula subjects and a balanced specialist program, students from Pre-K to Grade 5 receive an enriched education, which strives for academic excellence and overall student success.

The elementary school is divided into two schools; those being lower elementary (Pre-K – 2) and upper elementary (Grades 3-5). The elementary program caters to children starting at 4 years of age in Pre-Kindergarten to Grade Five. While the Pre-K school day runs from 7:55am – 12:30pm, students in KG to Grade Five have a full school day, which ends at 3pm, punctuated with small breaks for snack and recess, as well as a longer lunchtime break. Students may bring lunches from home or purchase food and enjoy eating in the elementary cafeteria. On Tuesday afternoons students are dismissed at 12:30pm, in order to provide faculty with the opportunity to participate in PACT (Professional and Collaborative Time). Students engage in core curricula schooling in homeroom settings; characterized by class sizes ranging from fifteen to twenty two students and qualified, dedicated educators. Guidance counselors work closely with both students and teachers to promote school values and life skills.

Literacy
In an aim to foster meaningful literary instruction, students are engaged in a variety of language experiences that focus on developmentally appropriate skill acquisition in listening, speaking, reading, and writing. A strong emphasis is placed on literature appreciation, with students involved in literary discussions in literature circles, class novel studies and daily teacher read aloud. Utilizing Readers’ Workshop and both lower and upper elementary book rooms, which house a vast selection of leveled literature, educators are able to instruct students at their readiness levels and individualize literary teaching and learning experiences to best meet varied student needs. Through Writers’ Workshops, all students are engaged in daily writing experiences, ranging from the very emergent writing forms in Pre-K and KG, to more developed ranges of written expression in grades one to five.

Writing portfolios are developed throughout the year and used by students and teachers to monitor, measure and celebrate growth. The elementary Literacy Coach provides ongoing program support by fostering best literary teaching and learning practices in the area of language arts.

Math
The elementary math curriculum is delivered through an inquiry based approach, whereby students engage in in-depth hands-on investigations in the areas of: number sense,
computation and estimation, geometry, measurement, problem solving, patterns, functions, and algebra, statistics, data analysis and probability. The elementary Math Coordinator works closely with teachers to provide continuous professional development, on-going curricular support, and guidance with the planning, delivery, and assessment of math units. Students work collaboratively to construct mathematical understandings and extend their learning based on their individual abilities and needs. A strong emphasis is based on communicating understandings and sharing strategies with others.

Science and Social Studies
The elementary school facility is home to two indoor science labs and an outdoor science lab. A Science/Social Studies Coordinator is responsible for facilitating science teaching and learning experiences and coordinating the overall program. Science and social studies topics are explored and taught through an inquiry based approach; whereby students are involved in constructing knowledge by engaging in hands-on experiences and making connections between new learning experiences and prior knowledge. Teachers facilitate in the process of developing the skills of continually questioning, analyzing, and reflecting upon learning throughout topic exploration. Such inquiry-based programs effectively cater to the typical broad range of student needs in any given classroom and provide room for enrichment opportunities. Social studies skills are similarly developed in practical activities with topic related literature integrated within the language arts program.

Technology
Utilizing technology as a teaching and learning tool is at center stage with a strong focus on technology integration in the core curricula areas. Students also develop their information technology skills in computer lessons taught by specialist teachers, through the use of mobile labs; laptops, Ipods and Ipads. Each student has a school email account and enrollment in a NESA Virtual School class web page, through which information pertaining to curricula documents, homework, discussion boards, and other student resources can be accessed. Media literacy is complimented by the development of library skills; instructed by the elementary librarian.

Specialist Programs
Concerts, Swimming Galas, and Fine Arts Week, to name a few, highlight the unique specialist program we have in place. Music, Art, and P.E. are taught by a team of specialized teachers, in a resource rich environment including; art rooms, a kiln room, an outdoor pool, a fully equipped gymnasium, and music rooms. With the exception of Pre-K and KG, students receive world language instruction in either Spanish, Arabic as a World Language, or Modern Standard Arabic. An English as a Second Language Program is in place for non-native speaking students who require further exposure to English. Furthermore, a Learning Support Program serves students who would benefit from additional instructional support, to better enable them to cope with the demands of the academic program. Though the school offers additional instructional support, it is important to realize that the school does not offer a special education program.

School Trips and Activities
School trips, at every grade level, are planned to support the instructional program and extend classroom learning. The school also seizes opportunities to integrate both national and international events that take place in the host country as they arise. After school
activities are offered to students in grades one to five throughout the year. Students, in second to fifth grade are also able to take part in an after school sports program, which provides them with the opportunity to work within a team and compete against other schools.

**Special Events**

Events such as Halloween Carnival, International Week, Action Unlimited Day and Friendship Festival serve to enrich students’ overall school experience and promote much welcomed community involvement. Learning is celebrated regularly through events such as portfolio day, concerts, writing celebrations, poetry week, reading week, three way conferences, and numerous specific grade level events. ASD is proud of the high level of parental support and involvement it has maintained throughout the years, and places great emphasis on home school connections and parental partnerships in student learning.

**Middle School**

*A Journey . . . Not a Race*

Students enter middle school in the sixth grade from the secure and comfortable setting of the semi-contained elementary classroom. It is here they begin the journey of intellectual and personal development that leads to the young adulthood of high school. At ASD, we recognize that sixth graders are as interested and aware of first experiences with lockers and changing for PE classes as they are in academics. They are well grounded in core academic classes along with world language, physical education and music, both vocal and instrumental. All students explore the worlds of art, computer, drama and robotics. It is our goal as a middle school to develop the whole child and therefore, we seek to expose our students to a broad range of exploratory choices in our curriculum.

The ASD values of respect, honesty, responsibility and compassion are at the center of all we do. In SWAT (advisory), students can be found engaged in a myriad of activities tied to the values. Each SWAT class has two Dragon Ambassadors, students trained to help facilitate discussions, mentor and guide new students and lead their peers in a positive direction. The school desires to develop positive, active global citizens from our student population. We hope to see students reflect on their learning so that they can develop creativity, become increasingly collaborative, think critically, and communicate effectively with others.

In seventh and eighth grades, our students continue in a standards based curriculum that is relevant, challenging and integrates multiple academic disciplines. Our focus is on the quality of learning that takes place in our school, and we utilize multiple learning and teaching approaches to best serve our diverse student population. We offer a dynamic program of electives that allow students to explore music, art, drama, world languages, robotics, technology, speech, Model United Nations, photography, outdoor education, among other interesting topics. We have a rotation of courses that allow students to explore art, drama, computers, robotics, careers, and service learning opportunities.

Our students, 528 in total, achieve at a very high level, but we believe it is because our focus is on personal growth, not grade acquisition. Our school is rigorous because of the effort we ask our students to expend, not the number of questions they answer. We believe that
intelligence is malleable in a learner, not a fixed entity. We know that their learning habits are the greatest predictor of success and thus, they are our primary focus. We believe that a growth mindset is one that will result in true potential being realized.

We understand that a supportive environment is one where students best learn. To this end, we have many support systems in place to maximize student learning. Enrichment courses in math, reading, writing and Arabic help students overcome obstacles and benefit learning. A Study Skills course helps those who struggle to find their way academically. Each grade level offers extensive after school help. An Early Risers club allows students to gain tutorial help prior to the beginning of the school day. We have a comprehensive Child Study process that seeks to identify students in need of academic, emotional or psychological support. An annual One Tribe, Be Kind campaign encourages students to focus on others and how to build a positive community in a diverse setting.

We have an incredible extra-curricular program of Week Without Walls, after-school sports, advisory, an amazing house system and multiple after-school activities. It would not be unusual for over 20% of our student body involved in a sport or a drama production. Our kids love to come to school and our parents are very supportive of what happens here. It is all guided by the philosophy of "Work Hard, Play Hard." While you may not understand the role of play in a school, we do and we do it often. This is not to say that we are not serious academically, because we are. But we have learned that if students want to be in school and love coming each day, we can ask them to do almost anything academically.

To foster collaborative groupings, our classes may look a little different than others. It is hard to develop critical thinking skills, collaborative skills, and creativity without the appropriate physical setting and educational philosophy. Our middle school is purpose-built to provide students the space and appropriate venues to follow their educational pursuits. It is not uncommon to see students collaborating to give each other feedback or solve problems together. Teachers in our middle school also collaborate together in grade level and subject area teams to support each child’s learning journey. Technology is woven into the daily fabric of life in the middle school. Groups of students in multiple settings can be observed using their school issued laptop as a tool to integrate, extend and demonstrate their learning.

**Week without Walls**
The middle school has developed a special Week Without Walls (WWW) program where we give students the opportunity to learn experientially without the confines of the regular schedule or classes. The sixth graders explore venues in Qatar, while there is an exciting international travel component for the 7th and 8th graders. This year the seventh grade traveled to an outdoor adventure camp in the UAE and the eighth grade traveled to Malaysia for a jungle adventure and service with local tribes and to Sri Lanka for a service learning opportunity with a school we support. WWW is an opportunity for personal growth, developing character and independence, social skills, and teamwork. WWW challenges students to grow outside their normal comfort zone and to live out the ASD values of respect, honesty, responsibility and compassion.
**School Activities**

ASD has an outstanding after-school program. Many teachers sponsor activities such as environmental clubs, model rocketry, robotics, climbing, study clubs, photography, a spirit club, cheerleading and many other offerings. Middle school students can pursue their athletic interests in after-school sports programs in volleyball, soccer, basketball, table tennis, badminton and swimming. Many also participate in after-school sports, with as many as 20% of the population participating at any given time. Students can try out for fall One Act plays or the spring musical or take part in improv nights throughout the year. Eighth grade students can join MESAC Junior Varsity programs like swimming, track & field, cross country, softball, tennis, basketball, volleyball, baseball and softball, as well as fine arts festivals.

We pay careful attention to transitions in the middle school. Just as it is a big jump for new sixth graders to join a middle school program, we recognize that eighth graders need preparation to join the independent world of high school. Along the way, this journey of discovery and self-exploration is what we call middle school.

**ASD High School**

**Preparation for a changing future**

ASD High School is a new purpose-built, high tech learning environment ready for the 21st century. With five (5) science labs, specially designed classrooms, commons areas for students to work and socialize, a double gym, an indoor Olympic size swimming pool, a 650 seat theater with orchestra pit, a weight room and a 400m track and field complex, the school is more like a college campus than a high school.

The American School of Doha is wonderful place to learn and grow. With more than 60 courses offered, including Advanced Placement (AP) offerings and IB offerings there is something to challenge every learner to meet their full potential. Each ASD senior, with the exception of IB Diploma candidates, must complete Senior Seminar, a course designed to help students write and research like a college student. Students will complete intensive research, develop thesis statements, and write two major papers synthesizing and analyzing information to support their arguments. Alumni tell us that Senior Seminar has prepared them very well for college life.

**The Well Rounded Student**

In addition to a strong academic focus, ASD has a magnificent Fine and Performing Arts program that includes, band, vocal music, ceramics, digital arts, creative arts and numerous drama course offerings. Each year the band and choir engage audiences in Doha and throughout the Gulf region. Students who have successfully auditioned for Honor Band and Honor Choir also travel to Europe for further training. The High School students put on a number of very exciting and engaging performances each year in our own theater.

At ASD we believe that fitness and health are lifelong pursuits and offer classes such as Health/PE 9 and 10, Sports for Life and Strength and Conditioning. Students also compete in
a league called MESAC that has more than 15 extracurricular events, including sports such as volleyball, soccer, basketball, cross-country, track and field as well as activities that include Forensics, Debate, MUN, and Jr./Sr. Arts Festivals. This past year, 22 of the 34 teams/activities placed 1st, 2nd or 3rd.

More importantly, the students represented the school very well exemplifying sportsmanship and modeling the school’s values of Honesty, Respect, Responsibility and Compassion in every activity.

**Technology at ASD**

ASD’s campus has complete wireless coverage, as a full 1:1 laptop school with each student using a HP Tablet laptop as a tool for learning. The technology curriculum is aligned to the ISTE NETS standards and our goal is to prepare students to lead in the 21st century. The integrated technology curriculum includes math classes with TI-89 calculators, science classes with Vernier probes and computer interfaces for data analysis, and classrooms with data projectors and interactive whiteboards that interface with teachers’ computers. In technology classes, students learn how to program and construct robots, to apply multimedia skills, and to explore web design.

**What does the future hold?**

ASD’s guidance counselors are available to help students plan for their future by selecting courses that challenge and prepare for life beyond high school. The college center is a wonderful resource for students as they explore college requirements and download admissions documents.

ASD students matriculate well and have been accepted at colleges and universities such as Carnegie Mellon University, Duke University, Harvard University, Columbia University, NYU, Johns Hopkins, Penn State University, Stanford University, Texas A & M University, University of Florida and University of Waterloo. Students attend universities in dozens of countries.

**Reporting Student Progress**

Student progress is reported through the use of our web-based student information system PowerSchool. Through PowerSchool, parents and students have real-time access to student academic progress. Several powerful features keep parents and students well informed about grades and attendance, through email and web-based access. Standard based report cards are issued at the end of each semester and student/parent/teacher conferences are held at the end of the first and third Quarters. Conferences are also scheduled throughout the year, as needed on an individual basis.

**It is the people that make ASD a special place to be!**

There are people from the four corners of the world at ASD. Over sixty seven (67) nations are represented, with each member and group easily fitting together in a harmonious fashion. In addition to a solid academic foundation and an active extracurricular program, students are given the opportunity to develop leadership potential through activities such as the National Honor Society and student government. Each year students raise money for charitable organizations throughout the world in addition to local organizations right here in
Doha. They also participate in dozens of service projects around the world, many of the projects student led initiatives.

ASD has a strong faculty of professional educators, each with their own strengths. Most have experience teaching at a number of overseas schools refining and developing their craft. The ASD faculty works diligently articulating curriculum, developing standards-based assessments and classroom activities, and working one-on-one with students. ASD is a community school where parents, students, teachers, and administrators work collaboratively to construct a superb learning environment for students to grow and excel.
Employment at ASD

**DOCUMENTS NEEDED**
Unless otherwise waived, the following documents will be needed by ASD upon your arrival in Doha.

**HEALTH CERTIFICATE** – For the EMPLOYEE and each Legal Authorized Dependent giving the results of a medical examination carried out not more than six (6) months prior to the beginning of the Provisions of Contract.

**PASSPORT SIZE PHOTOS** – Fifteen (15) of the EMPLOYEE and each Legal Authorized Dependent with a BLUE colored background (white is not accepted).

**PASSPORT COPY** – A photocopy of the information page from the valid passport(s) of the EMPLOYEE and Legal Authorized Dependents. The passport must be valid for at least six (6) months and have sufficient empty pages (at least 5).

**OFFICIAL TRANSCRIPT** – of the EMPLOYEE’s post-secondary education indicating credits earned and degrees from accredited institutions awarded.

**CURRENT TEACHING CERTIFICATION** – From an accredited State or National accreditation agency.

**PROFESSIONAL DOCUMENTATION** – Authenticated (certified) diploma’s, teaching certificates, and/or documents concerning education or work experience, recent references and any other verification of such statements which the SCHOOL may request.

**MARRIAGE CERTIFICATE** – Authenticated (certified) copy of the marriage certificate is required for all teaching couples, with the English Translation, where applicable.

**POLICE CLEARANCE** – All employees must submit an original, current (federal level or equivalent) Authenticated Police Clearance from their Passport issuing country prior to the start of the school year. Police clearance is required by the State of Qatar and the Board of Directors.

**Commencement and Duration of the ASD Contract**

The initial term of the ASD contract is two (2) years, commencing on August 1, and expiring on July 31.

New teachers are hired subject to a probationary period and the school may, at any time during this probationary period, terminate this contract, with or without cause. In the event of a termination during the probationary period, the teacher will be entitled to a hearing before the Board of Directors.
Faculty Benefits

International Major Medical Insurance
ASD provides international major medical insurance for overseas hire teachers and legal authorized dependents with the full premium paid by the school.

Dental and Vision Insurance
ASD provided Dental and Vision insurance for overseas hire teachers and legal authorized dependents with the full premium paid by the school.

Life Insurance
ASD provides the teacher life insurance with USD $50,000 of coverage with the full premium paid by the school.

Disability Insurance
ASD provides disability according to the coverage medical plan.

Leave
Overseas-hired teachers are provided with leave including sick and emergency leave, maternity/adoption leave, recruitment leave, and personal/bereavement leave.

Recruitment Leave
In the event that a teaching contract is not to be extended, the overseas hire teacher is granted up to five (5) school days with pay for recruitment purposes. In addition, three (3) school days of personal leave may be used for recruitment.

Transportation
The American School of Doha provides the actual cost of economy class transportation from home of record at the commencement of the contract and return to home of record at expiration of the contract for the overseas hire teachers and their authorized dependents. In addition, the actual cost of round trip excursion economy class to home of record is provided for each year of the contract for overseas hire teachers and their legal authorized dependents.

Shipping Allowance
Upon Arrival – Cash payout for the entitled contract amount in the first month payroll
Upon Departure – Cash payout in final payroll

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Relocation Allowance
The American School of Doha pays a one-time relocation allowance of QR 3,650 (USD $1000) to overseas hire employees upon arrival in Doha and commencement of their contract.

Car Loan
The Employee shall be eligible for a one time interest-free loan of QR 54,750 / (USD $15,000) per family for purchase of an automobile. This loan shall be repaid by the EMPLOYEE(s) within the Primary Term of the Provisions of Contract.

Housing
ASD provides housing, based on the categories of singles, couples, and families, to include appliances and basic furnishings.

Retirement/Savings Program
The School shall offer an optional co-contributor savings program of eight percent (8%) in lieu of the Qatari End-of-Service Gratuity. After completion of five (5) years of service at ASD, the Employee shall be eligible for an additional 2% contribution.

Utilities Allowance
The American School of Doha pays utility (does not include phone, cable, or internet) costs for overseas hire faculty. Routine maintenance of the Overseas Hired teacher's housing (cleaning not included) is provided by school except in case of negligence or willful misconduct by the Overseas Hired teacher, authorized dependents or household guests.

Longevity Bonus
The American School of Doha provides a re-signing bonus of a one time payment of USD 3,500 after completing six years of employment and signing a new two year contract.

Waiver of Tuition & Busing
Overseas hire teaching staff are entitled to waiver of tuition and fees for three (3) contractually authorized dependent children.

Local hire faculty are entitled to waiver of tuition and fees of one legally authorized dependent child during the first two (2) years of full time employment. After two (2) years of service, a second legally authorized dependent child will be granted waiver of tuition and fees. If the sponsoring agency of a spouse pays for the tuition, the benefit will be reduced by the amount of that sponsorship.

Salary
All salaries are paid in Qatari Riyals (QR) - the Qatari currency. The Riyal is easily converted into US dollars and other major currencies and is stable due to the fixed exchange rates by the government. The school will assist you in opening a local bank account during orientation week. Your ASD pay will be deposited directly into your account on the last Thursday of each month. Banks and their branches as well as ATMs are located throughout the city, as well as an ATM in the travel office at ASD.
Entry Visas
The American School of Doha serves as a sponsor for expatriates hired outside of Qatar for processing entry visas. The school will process all necessary documentation and assist expatriates hired outside of Qatar with the formalities such as expatriate registration, work visa application, fingerprinting, criminal check, driving license, etc.

Social Security
The American School of Doha does not pay U.S. Social Security (FICA tax).

All personnel must have health and hospitalization insurance. The school carries a group health plan (TIECARE) and pays the premium for all those enrolled in individual or family plans.
**ASD Teaching Standards**

1. **The teacher contributes positively to the learning community by fulfilling professional responsibilities.**

   The Teacher:
   - Consistently demonstrates ASD values.
   - Follows all established school procedures.
   - Treats all community members with respect.
   - Demonstrates appropriate discretion with personal information.
   - Consistently meets deadlines.
   - Volunteers and/or participates in school events and activities before, during and/or after school hours.
   - Supports and positively collaborates with colleagues.
   - Completes satisfactory growth plan for PG&C.

2. **The teacher uses effective strategies to create an engaging, meaningful, and safe learning environment.**

   The teacher creates a learning environment:
   - Where students can be productive.
   - That fosters creativity.
   - That promotes global citizenship.
   - That fosters the development of the whole child.
   - That manages physical space and materials to facilitate student learning.
   - That reflects current instruction.
   - That celebrates student achievement in a visible way.
   - That reflects ASD Values.
   - That creates a learning environment where students are comfortable working in a variety of groupings.
   - That encourages students to express ideas and opinions.
   - That incorporates positive reinforcement and appropriate consequences in order to minimize disruptions.
   - That uses effective classroom management strategies.

3. **The teacher uses effective planning and instructional strategies to enhance student learning.**

   The Teacher:
   - Utilizes UBD unit planning format.
   - Develops and updates units on Atlas Rubicon.
   - Reflects differentiation in unit plans.
   - Aligns lessons to standards & benchmarks.
   - Integrates technology effectively into lessons.
   - Guides and revises planning and instruction through data.
   - Engages students in goal setting relative to performance data.
   - Plans for individual student growth relative to learning goals.
• Aligns instruction to planning.
• Motivates and stimulates student interest through varied instruction.
• Emphasizes learning objectives throughout lessons.
• Highlights connections to previous learning.
• Makes connections between learning objectives and the real world.
• Aligns and varies instruction to meet developmental readiness and proficiency levels.

4. **The teacher uses assessment data to guide instruction and provide meaningful feedback to both students and parents.**

The Teacher:
• Communicates specific performance expectations and uses a variety of assessments to monitor and document student progress.
• Provides timely, frequent and effective feedback to students and parents to guide progress.
• Analyzes and interprets data both individually and collaboratively.
• Creates and aligns student assessment with standards and benchmarks.

5. **The teacher actively pursues and participates in professional growth opportunities in order to become a more effective educator.**

The Teacher:
• Integrates learning from professional growth opportunities into instructional practice.
• Presents learning from professional growth opportunities with colleagues in a structured environment.
• Incorporates feedback to refine instructional practice and to grow professionally.
• Pursues ways to improve and enhance instructional practice (by trying something new)
Professional Learning at ASD

There is a strong belief at ASD that teachers should model and participate in professional learning that is aligned with the school's strategic plan and the yearly goals of the school. To this end, ASD sponsors professional learning in a variety of ways including attending NESA conferences within the region, summer workshops in the States, local workshops such as Qatar Reads and school-based Teachers Teaching Teachers. ASD also collaborates with expert consultants who work with the faculty during designated professional learning days within the school academic calendar.

ASD does not provide a professional learning allowance for teachers pursuing individual interests; instead, the school funds according to needs that are aligned with school goals. The professional learning budget is generous and has enabled the school to support faculty in a variety of educational pursuits. Professional learning funds are awarded by the Professional Learning Council, consisting of teachers and administrators.

At ASD we believe that professional learning is a shared responsibility that leads us all to improved student learning.

Technology at ASD

Technology is an integral part of the ASD strategic plan. To live, learn, and work in an increasingly complex and information-rich society, students must be able to use technology both effectively and ethically. At ASD we encourage students to reach their full potential and to aspire to standards of excellence in all of their activities. We believe that one of the best ways to enhance learning is to integrate technology into the learning process across the curriculum using stimulating and dynamic learning experiences.

ASD will provide an effective school environment, adequately supplied with educational technology so that students can become:

- capable, confident and ethical users of information technology
- information seekers who are capable of critically:
  - organizing
  - analyzing
  - evaluating
  - manipulating
  ...the information that they obtain.
- efficient users of information to solve problems and make decisions
- creative and effective users of productivity tools
- effective multi-media communicators and web publishers
- global citizens who make a contribution wherever they live in the world
- lifelong learners who have the necessary skills and attitudes to study online

All teachers are assigned laptops that can be used anywhere on our wireless campus and at home. Curriculum planning is done utilizing Atlas Rubicon, and NESA Virtual School is employed to communicate course information to students and parents. PowerSchool is used for our school information system. It allows anytime, anywhere community access to grades, student schedules, and other school information.
American School of Doha

Overview

Strategic Plan for Improved Student Learning

**Global Citizenship**

*Strategy 1: We will review and develop the curriculum, programs and opportunities essential to all students becoming positive, active global citizens.*

**Skills for a Changing Future**

*Strategy 2: We will identify and integrate into the school community the skills, knowledge and understandings, essential to students to succeed in a changing world.*

**Curriculum & Best Practice**

*Strategy 3: We will review, deepen, and refine as needed, the practices, tools and programs essential for each student to meet and/or exceed the ASD standards.*

**Connecting with Qatar**

*Strategy 4: We will develop a stronger relationship with the Qatari community and expand our involvement with Qatar’s educational aspirations while being true to our mission, vision and identity.*

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**CONNECTION TO ASD INITIATIVES**

**ASD Values**
Global Issues Club/ Educare
CARE Club People ES
Grade Level Service Projects ES
CARE Club Animals ES
Service Projects A-CET. Habitat for Humanity
Service Exploration Elective MS
Conservation Club MS
Week Without Walls MS
Local Service Projects
Sister School Program – Sri Lanka
Global Issues elective HS
Student Tutoring Project HS
Local Partnerships ES, MS, ES
IB CAS/ Service Learning HS
Student Council Projects ES, MS, HS
Language School (for workers) HS
ASD World Language Program

**CONNECTION TO ASD INITIATIVES**

**Skills and Dispositions**
Information Technology and Information Literacy
1:1 Laptop program
Integration of technology
Learning Habits

**CONNECTION TO ASD INITIATIVES**

Ongoing Curriculum Alignment Process
Standards-based grading and reporting
Team Goals - focused on learning
Collaboration Protocols and looking at student work
Common Assessments
Analysis of data
Looking for Learning conversations and data collection
Collaboration skills / PACT
Differentiated instruction to meet student needs
Using data to set goals NWEA MAP
Developing teacher leadership skills
Math CPM in MS
Implementing of AERO LA standards
Implementing AERO social studies standards
Embedded PL in literacy PreK – 8
Standard Based Reporting

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**ONGOING SYSTEMIC WORK**

UbD Unit Design
NESA Virtual School

**Atlas Rubicon Mapping**

Power School

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Major School-wide Initiatives
Leading towards Improved Student Learning

ASD is a "Learning Focused-School"
- Each class will display the Enduring Understandings/Essential Questions for each unit
- All student work displays are "learning focused" displays, identifying the targeted learning
- Continue to focus on learning through the embedded use of Understanding by Design (Wiggins and McTighe)

Curriculum Mapping
- Continue refining unit maps on Atlas Rubicon (mapping software)
- Focus on the quality of Enduring Understandings/ Big Ideas and Essential Questions and assessments for each unit of study (Understanding by Design, Wiggins and McTighe)

Curriculum
- Technology and Informational Literacy Integration Curriculum
- All subject specific mission statements and essential agreements are aligned to the new ASD Mission
- *Ongoing Curriculum Alignment Process* is focused on unit refinement on Atlas to ensure assessment alignment to standards

Assessment
- Continuation of NWEA Measures of Academic Progress testing in grades 3 - 9
- Continue to mine the MAP data and set improvement goals
- Continue to refine common/cornerstone assessments
- Continue to gather anchor papers for each assessment
- Data Analysis (*Strategically Speaking*)

Instructional Strategies
- Continue to follow best practice for instructional strategies in each discipline
- Continue to focus on differentiating instruction when needed

Technology
- Extension of the Laptop One-to-One (Grades 5-12)
- Ipod Cart
- Ipads as a tool

Dispositions
- Reporting of behavioral "dispositions" separately from "academic learning"

Standards-based Reporting
- Standards-based report card in ES and MS
- HS grading by standard in PowerSchool
Collaboration

- Continued use of Norms of Collaboration (Garmston and Wellman)
- PACT (Professional and Collaboration Time)

Professional Learning Opportunities

- Emily Deliddo – workshop model
- NESA Conferences and Institutes
- Mini NESA with Qatar Academy
- IB and AP Workshops
- Qatar Reads
- Maggie Moon (Literacy)
- Chris Mikles (MS Math)
- Matt Glover (Early Childhood)
- Elizabeth Helphant and Connie White (1:1 Technology)
- Carl Anderson (literacy)
- Francis Gipson (teacher leadership)
- Kathy Saich, Wafa Hassan, Kathy Morabet (World Languages Audit)
- Jay McTighe

Planning for the Future

- Mapping of all ASD initiatives

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Planning Your Move to Doha

Start planning early. The human resources office, travel agent, and shipping manager will contact you very early in the process to begin your transition to Doha. There will be many things to do, and many questions. Rest assured that ASD is ready to support you and provide you with the information you need to make this transition as smooth as possible. There are five main issues that we will help you address very early in the process, including visa paperwork, shipping, flights, housing and dependent children registration. You are always welcome to contact Gerardo Urbina, our Director of Human Resources directly with questions at: gurbina@asd.edu.qa

Entry Visas

Everyone needs a visa to enter Qatar (with the exception of other GCC States). The American School of Doha serves as your sponsor in Qatar and will procure your entry visa(s). A copy of your visa will be emailed to you prior to your arrival.

Travel

In order to make your trip as pleasant and as safe as possible, ASD employs a full-time travel agent on campus to assist you with all aspects of travel. If you have specific questions pertaining to your travel needs, or bringing your pets into Doha, we will be here to help assist you with your individual needs. For initial flights to Doha, ASD will send you an electronic copy of your ticket.

Daily Life in Doha

We hope that your time in Qatar and, particularly at the American School of Doha, will be a rewarding and enriching experience of living and growing in the context of another culture. We look forward to your special personality adding to the international flavor of the American School of Doha community. Here is some general information that hopefully will help answer your questions and assist you in your planning.

Banks

During faculty orientation, the school will help you establish an account with a local bank. This bank offers checking and savings accounts, wire transfers and other services to teachers. Many teachers choose to keep their accounts open in their own countries and move money between the two. ATMs are available throughout Doha, with one located on our ASD campus in the main administration wing.

Transportation

Qatar is well served by the newly renovated and modernized Doha International Airport. However, the growth of Qatar and the increase in visitors to the country has made it necessary to begin construction on a new and larger airport. Doha does have a city bus system that is used primarily by local workers. Your best options are taxis and rented cars for getting around Doha and the outlying reaches of the country until you purchase your own car.
Car Rentals
The school can assist you in the rental of a car shortly prior to your arrival. A rental car will be delivered to your house and you will have the freedom to venture off on your own. All premium standard size cars can be rented for approximately US$750-$900 per month. You can rent a car on most foreign licenses, and while driving can be a little intimidating, you’ll have no problem getting around—and gas is very inexpensive by U.S. and European standards. Please familiarize yourself with Qatari driving rules before you venture out—some penalties come with hefty fines.

Car Purchases
Popular makes and models are available-new and used. Since Doha doesn’t have a reliable public transport system yet, most faculty find it necessary to purchase or rent a car during their employment at ASD. Please note: Daily bus services to and from school at the beginning and end of the school day will be provided from ASD’s new AlFardan 7 housing compound.

Clothing and Accessories
Clothing and accessories are readily available in Doha. If you cannot find what you want, there are many tailors who do excellent copy work. The quality is excellent and it is inexpensive. Children's clothing of all kinds and in every price range can be found here. Although everything is available, it’s often cheaper to bring it from home!

- Warm Weather Clothing
It is advisable to bring cotton and/or cotton-blend clothing. Generally, lighter weight is better. Non-Muslim women are not required to wear the traditional long black dress/robe worn by most local Muslim women.

- Winter Clothing
It’s all relative, but there are some colder / cooler months in Qatar and there is no central heating in homes. If "cold" weather affects you adversely, you may want to bring some warmer clothes for those cooler days and evenings. A variety of sweaters, jackets, and sweat suits are available locally in a variety of sizes and prices. A "cool" down in Doha is a temperature in the low 50’s.

- Footwear
Although available in Doha, it is recommended that you bring shoes, hiking boots, and all sports shoes as styles and size selection are more limited than in the U.S. Sandals are good for spring, summer and early fall. Men and women’s larger sizes are difficult to find.

Code of Conduct
Expatriate guests in Qatar are encouraged to dress modestly; however, compared to other Gulf countries the dress code is quite liberal. It is considered particularly important to dress modestly and to respect the Islamic traditions during the Holy Fasting Month of Ramadan. Public displays of affection are discouraged and there are stiff fines for consuming alcohol other than on licensed premises. Driving under the influence of drugs or alcohol is a serious offence and if caught will result in immediate deportation. Qatar applies a zero-tolerance attitude toward drugs.
Currency
The unit of currency is the Qatar Riyal (QR), which is divided into 100 Dirhams. Notes in circulation are 1, 5, 10, 50, 100 and 500 Riyals. Commonly found coins are 25 and 50 Dirhams. The Qatari Riyal has a fixed rate against the US Dollar: $1 = QR3.65.

Dining Out in Doha
There are many restaurants in Doha. There are many expensive, upscale restaurants - several located in the major hotels - featuring Arabic, Asian, Chinese, French, Italian, Swiss specialties. There are mid-priced, family restaurants and fast food restaurants such as Arby's, Baskin Robbins, Burger King, Dairy Queen, Domino's Pizza, Hardee's, Kentucky Fried Chicken, McDonalds, Pizza Hut, Starbucks, Subway, TGIF, and TCBY. Restaurants you may recognize include Appleby's, Chili's, Fuddruckers and California Tortilla.

Domestic Help
A house maid can be employed to clean, cook and baby-sit as required. The wage for a day-maid who comes in to work part time, but lives in her own home, is approximately QR25 (USD $7.00) per hour. Wages for a full-time sponsored maid vary considerably depending on their responsibilities, but expect to pay between USD $400 and USD $600 per month. For new faculty arriving with small children, this will be the biggest challenge to settling in. It will alleviate the stress on your family. The ASD community will provide support to help you by sharing their house help during the initial months as you transition.

Driving Licenses
Foreign residents of Qatar must change their country drivers' licenses to a Qatari driver's license as soon as possible if they wish to drive. During your initial orientation days the Human Resource department will help you obtain a temporary Qatar driver's license. You will receive your permanent license after residency is completed.

Electricity
The voltage is 220 and most US-made appliances work, however, you will need transformers. Most teachers, however, purchase electrical appliances here.

Electrical Appliances
The school provides most major appliances for your household, including stoves, refrigerators, washers and dryers. Stoves are generally electric rather than gas. All brands are similar in style to US brands.

- Air Conditioners
All teachers have air conditioning in their homes and apartments, and tend to use them for most of the year. Depending on the year, AC is necessary from March through November.

- Heaters
It can be "cold" during the winter months. Houses and apartments are neither heated nor insulated. You may require heat. Both kerosene and electric heaters are available here. Clay convection electric heaters are excellent and are also available.
- **Small Appliances**
  Toaster/broiler ovens, microwaves, mixers, blenders, electric fry pans, popcorn poppers, electric blankets, radios, hair dryers, and vacuum cleaners and bags are all available in Doha. Costs vary considerably depending on make and model. Small appliances are not provided by the school.

- **Television, Radio, DVD, etc.**
  While you may choose to bring some or all of these items with you, know that there are several compatibility considerations which will need to be addressed. Most of these do not run well on transformers over time. DVD players bought in the U.S. will likely only play US region DVDs. Multi system DVD players are available and quite popular. If not already equipped with the appropriate chip to allow general play, most stores will insert the chip at no charge. Generally, teachers purchase these entertainment items after arrival. There are good selections available for purchase in Doha including Sony, Hitachi, Aiwa, and Toshiba.

- **Television and Radio Program Options**
  Many teacher households in Doha have cable TV. There are several packages to choose from and the cost will vary depending on the package you select. The cost of a package that includes CNN, Discovery, Fox Sports, Hollywood, MSNBC, National Geographic, Star Movies, Orbit, etc. is approximately USD $65-USD $100 per month. Qatar Radio operates one English service and one French service, both on 97.5 FM.

**Holidays and Qatari Celebrations**
Qatar celebrates several holidays. Following Ramadan, a month when Muslims fast between sunrise and sunset to conform to the fourth pillar of Islam, the Qatar community celebrates Eid al-Fitr. During this holiday Muslims pray together, visits friends, give presents and eat sumptuous meals. Eid al-Adha is the other big feast of the year marking the time when Muslims should make the hajj (pilgrimage) to Mecca. All of these holiday dates vary due to the following of the lunar calendar. Qatar’s has two non-religious holidays: National Day, on 18 December and Sports Day (the second Tuesday in February).

**Household Furniture and Goods**
- **Furniture**
  The school provides all the basic furniture for your household. You will find table and chairs in the kitchen, and beds, nightstands, dressers and wardrobes in the bedroom. Your living room will include a variety of couches, chairs, coffee and end tables. A dining room table and chairs, and a buffet will complete your furnishings. Most homes have a third bedroom / study which will have a desk for each household. Please note that furnished housing is not optional as storage of furniture is not accomplished. Plan accordingly in your shipment.

- **Kitchen Utensils and Dinnerware**
  The school loans to each new household a "settling-in package" which includes all the kitchen basics including cookware, glasses, dinnerware, flatware, and serving utensils until you have had time to shop for your own. A wide-variety of household/kitchen "essential" including cookware, glasses, dinnerware, flatware, utensils, storage containers, dish drainers and ironing boards are available in Doha at reasonable prices. Locally made kitchen and dinnerware are of decent quality and relatively inexpensive.
• **Bedding and Bath**
  The school provides mattresses and box springs for your bedrooms. Standard mattress sizes vary, so please check with the Housing Manager about your bed sizes before bringing linens. Fitted sheets can be difficult to find in Doha. If you enjoy high thread-count sheets, you will want to bring them with you. Local towels, pillows, sheets, comforters and blankets are available. However, mattress pads are difficult to find at reasonable prices, so if you like a softer bed, please include one in your shipment from home.

**Internet Access**
The school does not provide Internet accounts for faculty use from home. If you plan to use the internet from your home, you will need to purchase an account from a local Internet Service Provider, or buy a phone /internet card during the first few months in Doha. After your residency permit is complete ADSL and cable connections can be purchased.

**Language**
The official language of the country is Arabic, but English is widely spoken and understood. You should not have difficulties communicating with the Qatari or the multitude of expatriate laborers residing in Qatar.

**Recreational & Leisure Activities**
There are a variety of recreational activities available in Qatar. Opportunities exist in amateur dramatics (Doha Players Theater), arts and crafts, billiards, bowling, chess, cooking classes, dancing, photography clubs, sailing, gardening and natural history groups.

Sports play an important role in the social lives of Qatar residents, with major world class events in Soccer, Tennis, Golf, Volleyball, Swimming, and Basketball. There are several Health and Recreation (Fitness) Centers offering a variety of membership programs. Many include access to tennis, handball and squash courts, swimming pools, and the like. Other activities for residents include sailing, golf, ice skating & hockey (yes, there are two ice skating rinks), horse racing and riding, motor sports, rugby and running clubs, sailing, scuba diving, sea fishing, and a wide variety of water sports. Beach and desert excursions are a great way to spend time in Qatar. You may want to try snorkeling, dune boarding, or dune surfing.

**Religion and Worship**
Islam is the official religion of the country, and Shari’a (Islamic Law) is the principal source of legislation. The Qatari government, however, endorses freedom of religion and various religious groups hold regular services throughout Doha.

**Shopping**
• **Groceries**
  There are several options for grocery shopping in Doha. They generally carry most grocery items the average family consumes. There are many American and European brands in most stores.
• **Alcohol**

Alcohol is not prohibited in Qatar, as it is in many Islamic countries. Upon receipt of your Resident Permit, you may apply for a Liquor Permit through the Qatar Distribution Company which entitles you to purchase beer, wine, and a variety of liquors. QDC is a moderate sized store with a reasonable stock of alcoholic beverages. Please note that you cannot bring any alcohol into the country, not even from duty free shops in the airport.

• **Malls in Doha**

There are a wide variety of shopping malls and stores. Malls include City Centre, Landmark, The Mall, Villagio, Ezdan and Hyatt Plaza and Ikea - in addition to a myriad of smaller plazas, shopping complexes and individual stores. Store names you may recognize include Carrefour, Virgin, Debenhams, Marks & Spencer, Esprit, Hush Puppies, Nine West, Zara, Tommy Hilfiger, and Toys’R Us.

• **Telephones**

The school does not pay for personal telephone service. Upon arrival, ASD provides each family with a mobile phone so that the new arrivals and school personnel are able to communicate. These phones can have additional time added by purchasing pre-paid telephone cards available in bookstores and most supermarkets. For international calls, most teachers use Skype or Vonage services.

• **Traditional Souqs**

The traditional *souqs* - the markets and bazaars of the Middle East - still exist on Qatar. These local markets specialize in a variety of goods. Some sell clothing and other basics while others specialize in antiques, gold, fabric or flowers. There are also fish markets, meat markets, and vegetable markets. Exploring the souqs is fun - and can be an extremely rewarding experience as you practice your bargaining skills.

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