

THE AMERICAN SCHOOL OF DOHA
DOHA, QATAR



Information for Prospective Faculty 2009/2010

“...where education meets the future.”



Contents

Introduction	Page 3
Director's Letter	Page 4
Mission Statement	Page 5
The American School of Doha	Pages 6 to 8
Academic Program	Page 9
Characterizing the Divisions	Pages 10 to 14
Employment at ASD	Page 15
Faculty Benefits	Pages 16, 17
Salary – Employment	Page 18
Professional Growth & Evaluation Process	Page 19
Band System	Page 20
Professional Development	Page 21
Technology	Page 21
Overview of ASD Intent	Page 22
ASD Teaching Standards	Pages 23 to 27
Planning Your Move	Pages 28 to 30
Daily Life	Pages 31 to 39

Introduction

We thank you for your interest in The American School of Doha. We are proud of our school and what our educational program offers to students. Every overseas school is unique and ours is no exception. Within the pages of this booklet, we hope you can discover more about who we are and about the vibrant Gulf country Qatar.

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 two or more years teaching experience within a western setting.

In assessing teacher qualifications for potential employment at our school the following criteria are considered:

1. All candidates must have an undergraduate degree. We look not so much at what schools you have attended, but at what schools you have taught at and how long you have committed to those schools. We also look for teachers who know who they are and are focused on a specific subject area and a specific grade level.
2. Personal interviews are required and are generally conducted in the United States and other international recruitment fair locations by recruiters in late January and most of February. Please bring resumes and a recent photograph to your interview.

The following pages have been created to provide information about our organization, the general living conditions in Doha, personnel policies and working conditions at ASD, and other relevant matters that affect faculty employed by The American School of Doha.

Dear Prospective Teacher,

First, thanks for your interest in our school. The American School of Doha is a young school, only twenty years old, and we are still evolving into the kind of school that we want to be. It is clear, however, from our mission, our vision, and our strategic planning and work over the past few years that we are evolving into a school of excellence and one that is centered on student learning.

You may ask what we mean by excellence, and that is a question that you should ask of any school that you are considering joining. At ASD, excellence means a number of things. First and foremost, it means that our students are learning and are reaching for their potential to achieve on a day-to-day basis. We want classrooms that are active and filled with the “buzz” of students working together, as well as individually, to solve problems, to analyze data, and to synthesize information in order to draw their own conclusions. We want teachers who are both enthusiastic and passionate about teaching and who see themselves as learners as well. To this end, we have developed and funded a first class professional development program for our faculty, and we want a school that values teamwork and believes in the concept of community.

Currently, ASD, like the city of Doha, is growing rapidly. We have almost quadrupled in size over the last six years from a small school of six hundred students to a large school of over eighteen hundred students. Our growth remains remarkable and the future of our school is full of promise. This growth has prompted an ambitious expansion program that has seen a beautiful state-of-the-art campus emerge from what used to be a dusty parking lot next to the school. Our new facilities are remarkable in many ways, but the best part is that the space is designed for the way we interact as a community and how we teach and learn. The old campus is being converted into an all-elementary facility with renovation and additional classrooms. By the time we complete all construction in the spring of 2009, we will have a capacity for 2000 students in a light and spacious facility that encourages community and interaction among all stakeholders. For us, these are exciting times and we want people to join us who will share our enthusiasm for this future and will work with us to make ASD one of the best international schools in the world.

Living in Doha is easy. Despite some of the images given by the press of the Middle East, Qatar is an oasis in the region. Doha is rapidly developing into a very modern city with shopping malls, large grocery stores, and its own American university complex in Education City. At the same time, Doha is staying true to its vision of becoming a modern and progressive Islamic country. While embracing the western consumer and business world, the people of Qatar still dress traditionally and the prayers of the mullah can be heard throughout the city at prayer times. Qatar is a model of how two cultures can be balanced within a single society.

In this booklet, you will see much information about our school and living and working here. We have tried hard to be objective, but the truth is that we have great kids, wonderful parent support, and an exemplary faculty. I think that you will find that ASD is a vibrant community and one that allows all of us to grow in our personal lives as well as in our professional lives.

Once again, thanks for your interest in The American School of Doha and for giving us your consideration.

Sincerely,

Ed Ladd
Director-ASD

THE AMERICAN SCHOOL OF DOHA



Our Vision

A dynamic learning community recognized as one of the leading international schools in the world through our commitment to student success.

Our Mission

The American School of Doha is an independent, U.S. accredited, college preparatory school, committed to provide the highest standard of educational excellence, through an enriched American curriculum. We draw from, and build upon, the uniqueness of our multicultural student body while preparing students for the challenges of a rapidly changing global society.

The school will accomplish this by providing a positive, safe and supportive environment, high measurable standards, and a clearly defined, integrated curriculum implemented by a highly qualified and motivated staff. In partnership with parents, and in an atmosphere of open communication, the school will enable each student to reach his or her full potential and to develop a lifelong love of learning.

Our Values

**Respect
Honesty
Responsibility
Compassion**



THE AMERICAN SCHOOL OF DOHA

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Community

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

Organization

A twelve-member board of directors serving for overlapping three-year terms governs the school. Nine members of the board are appointed representatives of the largest corporations within Doha 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 the CEOs of the largest corporations.

Administration

The director heads the American School of Doha. The elementary (grades pre-K-5) is administered by a principal and two associate principals, Middle (grades 6-8), and high (grades 9-12) schools are each administered by a principal and one associate principal. There is also a director of curriculum & instruction and a director of information technology.

Faculty

The American School of Doha is currently staffed by 190 professionals from the United States and around the world including Canada, Latin America, Europe and the Gulf countries. Forty-seven (47) percent of our staff have advanced degrees.

Student Body

The student population of approximately 1850 students, 60 % North American, however the school seeks diversity and sees a diverse student body as a strong feature of the school and its learning environment. As a result, over sixty-eight countries, including 8% local Qatari students, comprise the student body.

Facilities

The present campus was opened in 1998 and is constantly expanding to meet the needs of the growing student population. Students and faculty have a range of facilities at their disposal in the purpose built premise. There are close to 500 computers on campus with three computer labs that includes eight mobile labs that travel to classrooms; a fully computerized library system, climate controlled swimming pools and fully grassed playgrounds and sports fields reflect the school's commitment to meeting all the students' needs.

Due to enrollment demands the school has expanded to a new complex that is comprised of a middle school, high school, Fine Arts Center, library-media center, and an athletic complex.

Accreditation

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

Orientation

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

Location

The school is located on what was recently considered the "outskirts" of the city of Doha on what is known as E Ring Road or Al Bustan Street. However, the rapid expansion of the city has placed us closer and closer to the city center.

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- 459-1500/450-1501 or by Fax +974-459- 1570. Remember that the time in Qatar is GMT/UTC +3hrs. The main email address is info@asd.edu.qa and the 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 1800+ students now entering in its 20th 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 three divisions - 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 with internet connections are found in all classrooms from pre-kindergarten through grade 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 in Biology, Calculus, Statistics, English Literature, English Language, European History, World History, French, Spanish, Physics and U.S. History. ASD is currently seeking authorization to offer the IB Diploma beginning in the fall of 2009. ASD administers the NWEA, SAT, SSAT, PSAT, ACT, and COGAT tests. Testing in Math and English is required for admission. ASD also utilizes the MAP (Measure of Academic Progress) designed by Northwest Evaluation Associates (NWSA) 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, puppet making and grade 5 band.

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 life long 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 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 newly refurbished 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 alouds. Resources such as the Accelerated Reader Program, and both lower and upper elementary reading rooms, which house a vast selection of leveled literature, assist educators in instructing students at their ability levels and individualizing 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 on going 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 provided 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 newly built science labs and an outdoor science lab. A science 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, both in a computer lab setting and through the use of mobile labs and individual student laptops. Each student has a school email account and enrollment in a NESAs 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; which includes art rooms, a kiln room, an outdoor pool, a fully equipped gymnasium, and music rooms. With the exception of Pre-K, students receive foreign language instruction in either Spanish, Arabic as a Foreign 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, with KG students taking part in the second semester. Students 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, Olympic Day, Qatar Night 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 self-contained elementary classroom. It is here they begin the journey of social, emotional, physical, and psychological growth 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 Physical Education and Music, both vocal and instrumental. All students explore the worlds of Art, Computer, and Drama. World Language opportunities are waiting for every student as well.

It is our goal as a middle school to develop the whole child. We seek to expose our students to a broad range of exploratory choices in our curriculum. In seventh and eighth grades, our students continue in a 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 a diverse student population.

Looking for straight rows of desks in classrooms? It is hard to develop critical thinking skills, collaborative groupings, and creative work without the appropriate physical setting and educational philosophy. Our new middle school is purpose built to provide students the space and appropriate venues to follow their educational pursuits. Teachers in the ASD middle school collaborate together in teams to support each child's learning journey.

Technology is weaved into the daily fabric of life in the middle school. Groups of students in multiple settings can be observed utilizing wireless laptop computers as tools to integrate and extend their learning, as well as expand their literacy skills. ASD is dedicated to providing students the technological tools, guidance, and opportunities to enhance appropriate learning opportunities.

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. There is an exciting international travel component to this program. This year the seventh grade will travel to an outdoor adventure camps in the UAE and Oman and the eighth grade will travel to Malaysia for jungle adventure and service with local tribes. 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.

School Activities

The development of the after school activity program has grown along with the middle school. Many teachers sponsor activities such as movie making, climbing, literary magazine, photography, drama club, martial arts and study/help sessions. Middle school students can pursue their athletic interests in after school sports programs in volleyball, soccer, and basketball, table tennis, badminton and swimming. Many also participate in EMAC Junior Varsity programs like swimming, track & field, cross country, softball, tennis, as well as fine arts festivals and academic games.

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.

High School

Come be part of something special, join the growing ASD community!

The American School of Doha is wonderful place to learn and grow. With more than 50 courses to select from, including 14 Advanced Placement (AP) offerings and the introduction of the IB Diploma for the 2009-2010 school year there is something to challenge every learner to the full of their potential. Each ASD graduate must complete senior seminar, which is 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.

ASD offers 14 Advanced Placement courses plus the IB Diploma.

In addition to a strong academic focus, ASD has a magnificent Fine Arts program that include, band, vocal music, 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 this prestigious performance. The Thespians put on a number of very exciting and engaging performances each year, such as Harvey, Rumors, Bye-Bye Birdie, Pippin and West Side Story in our 650-seat 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, strength and conditioning, universal sports and sports leadership. Students also compete in more than 15 extracurricular events, including sports such as volleyball, soccer, basketball, cross-country and track and field and activities which include, Forensics, debate, MUN, and Senior Arts Festival. 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.

ASD is a Mac school supported by a totally wireless network allowing students and teachers to access the network from anywhere on campus. The curriculum integrates technology in math class with TI 89 calculators, in science class with Vernier probes and computer interfaces for data analysis, and in classrooms with data projectors and interactive whiteboards that interface with the teachers' computer. At ASD we know that technology is

here to stay and we make great efforts to prepare students for the technology age. In technology classes students learn how to program and construct robots, multimedia skills, web design and those that are ready to be challenged enroll in AP Computer Science.

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 American University of Beirut, Carnegie Mellon University, Duke University, Harvard University, Johns Hopkins, Penn State University, Stanford University, Texas A & M University, University of Florida and University of Waterloo.

Construction of the new ASD High School was completed last year, so we are very excited to be in a new purpose-built, high tech learning environment ready for the 21st century. With 5 science labs, specially designed classrooms, commons areas for students to work and socialize, a double gym, indoor Olympic size swimming pool, 650 seat theater with orchestra pit, weight room and 400m track and field complex, the school is more like a college campus than a high school.

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-five 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, such as Tsunami Relief in Sri Lanka and Earthquake Relief in northern Pakistan in addition to local organizations right here in Doha.

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.

Come join the community of learners at ASD!

Reporting Student Progress

Use of PowerSchool - Portal

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 in grades and attendance, through email and web-based access. Report cards are issued at the end of each term and school-wide parent teacher conferences are held at the end of the first Quarter. Conferences are also scheduled throughout the year, as needed.

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 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 Authorized Dependent

PASSPORT COPY – A photocopy of the information page from the valid passport(s) of the EMPLOYEE and Authorized Dependents.

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

CURRENT TEACHER CERTIFICATION – from an accredited state or national accreditation agency.

PROFESSIONAL DOCUMENTATION – statements and/or documents concerning education or work experience, recent references and any other verification of such statements which the SCHOOL may request.

MARRIAGE CERTIFICATE - A copy of the marriage certificate is required for all teaching couples.

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. The contract may be renewed from year to year for a period of one (1) year or two years.

New teachers are hired subject to a probationary period commencing from the effective starting date through the first 90 school days, and that the school, may, at anytime 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.

Teacher Benefits

- **International Major Medical Insurance**

ASD provides international major medical insurance for Overseas Hired teachers and authorized dependents with the full premium paid by the school.

- **Life Insurance**

ASD provides the teacher life insurance with US \$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 Hired 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 Hired 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 Hired teachers and their authorized dependents.

- **Shipping Allowance**

The American School of Doha shall provide the following shipping allowance upon arrival and final departure to/from the Home of Record:

Single Teachers: QR 9,125 / (USD \$2,500)

Teaching Couples: QR 8,212 each / (USD \$2,250 each)

Authorized Dependents:

Ages 0-10: QR 1,643 / (USD \$450)

Ages 11-18: QR 3,285 / (USD \$900)

*After completion of five (5) years of service, each adult is entitled to QR 9,125 (USD \$2,500) upon final departure. Dependents, as stated above.

- **Relocation Allowance**

The American School of Doha pays a one-time relocation allowance of QR 1,825 (US \$500) to Overseas Hired employee upon commencement of this contract.

- **Car Loan**

The Employee shall be eligible for a one time interest-free loan for purchase of an automobile as follows:

Single Teachers: QR 25,550 / (USD \$7,000)

Teaching Couples: QR 18,250 each / (USD \$5,000)

- **Housing**

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

- **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 75% of the actual utility (does not include phone, cable, or internet) costs per month per household. 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.

- **Re-signing Bonus**

The American School of Doha provides a re-signing bonus of a one time payment of QR 9,125 (US \$2,500) after completing three years and signing a new two year contract; QR 12,775 (US \$3,500) at the completion of six years at ASD and signing a new two year contract; QR 16,425 (US\$ 4,500) at the completion of nine years of teaching at ASD and signing a new two year contract.

- **Waiver of Tuition & Busing**

ASD provides a waiver of tuition (up to two children) to the school and free busing for the school age children of full-time overseas hired teachers.

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 set 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. May, June, and July salaries are all paid at the end of May. Banks and their branches as well as ATMs are located throughout the city, as well as an ATM in the travel office at ASD.

Salary Schedule

ASD does not subscribe to a step salary system. Instead, the school employs a band approach in which faculty are placed according to experience and years at ASD. There is a range within each band in order to reward teachers for performance excellence. In addition, a re-signing bonus, an increase in pay, and the offer of a two-year contract marks the movement from one band to another at the completion of three years.

Other Salary Considerations:

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 alien 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).

Medical Insurance

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.

New employees are covered under the school's TIECARE insurance plan from August 1 of the year that they sign their contract.

The American School of Doha does not provide dental insurance.

Professional Growth and Evaluation Process

a. Student Feedback

All teachers at ASD participate in a student feedback process that takes place in February of each year. This data, collected from a minimum of 35-40 students, is used as a self-reflective piece in the professional growth and evaluation process.

b. School-wide Goal or Individual Goals

Each school year, the school decides whether or not to have a generic goal for the entire teaching staff or to have a divisional or individual goal. This decision is dependent upon the needs of the school. For instance, in past years ASD had a generic goal for all teachers to complete their unit plans on Atlas Rubicon using the Understanding By Design model and to utilize Virtual School consistently to post homework and other classroom assignments. This year (2007-08) teachers are working on individual instructional goals.

Each teacher who successfully achieves this goal receives a performance increase of US\$400.00 to their base salary.

c. Standards and Benchmarks

ASD has eight teaching standards with appropriate benchmarks for teaching at The American School of Doha. These standards and benchmarks are used to measure teacher performance and to encourage teacher self-reflection and excellence. Each year every teacher meets with their principal to review their performance and to present evidence or documentation on how they see themselves against these standards,

d. Summary

All teachers are eligible for a US\$1,400.00 performance increase to base salary each year.

Teachers may appeal their evaluation to a committee consisting of the other two divisional principals and the director.

The Band System at The American School of Doha

Unlike most other schools, ASD does not compensate teachers based on a yearly step system nor does ASD pay any differentiation in salaries for teachers who have a Masters or a Doctorate. We believe that teachers should be compensated based on performance and that there is no research to support that a higher academic degree translates into greater success in the classroom. For these two reasons, ASD has created a Band/Performance system of compensation that we hope will encourage teacher excellence and encourage longevity at The American School of Doha.

The Band System consists of four distinct steps or bands with a range of compensation from top to bottom in each band. Each teacher stays in each band for three years. Teachers with 0-1 years of experience start in the Pre-band. Teachers with six or less years of experience begin in Band One. All other teachers with seven or more years of experience begin in Band Two. Each band consists of one two-year contract and then a second one-year contract. When a teacher begins their fourth, seventh, or tenth years at ASD, they change bands, which includes a salary increase, and they may be offered a two-year contract. If offered a two year contract and they accept it, they receive a re-signing bonus of US\$2,500, US\$3,500 or US\$4,500 relative to the number of years at ASD.

While in each band, a teacher may increase their base salary each year by US\$ 1,400 based on their performance (see adjoining page). In addition, the ASD Board of Directors pegs teacher compensation to the top quintile of all NESAs schools based on the annual NESAs Salary Survey. An adjustment to remain in this top quintile is done every two years and is an addition to teacher base salaries.

Professional Development at ASD

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

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

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

Technology at ASD

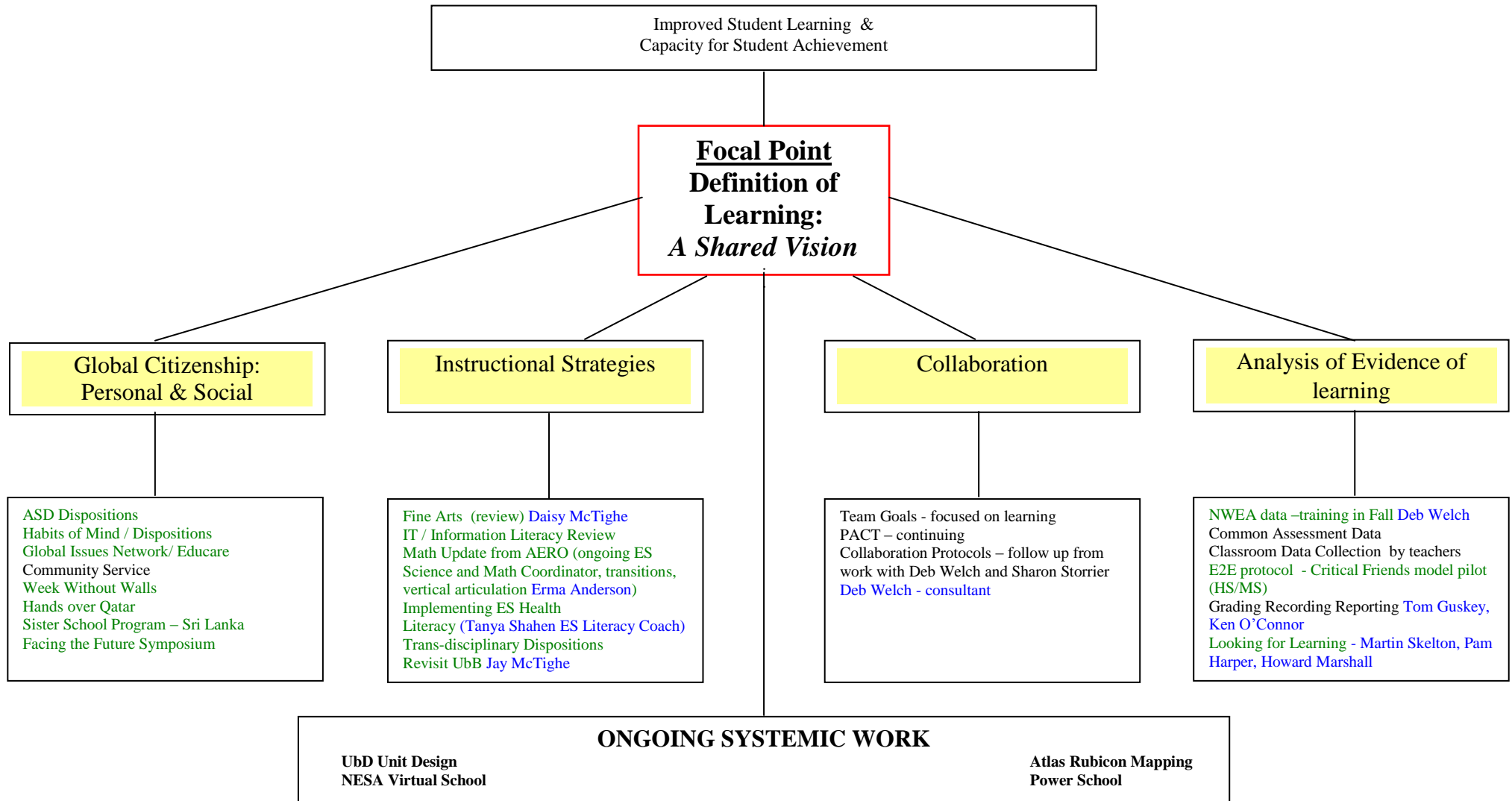
Technology is an integral part of the ASD strategic plan. To live, learn, and work in an increasingly complex and information-rich society, students must be able to use technology both effectively and ethically. At ASD we encourage students to reach their full potential and to aspire to standards of 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 NESAs 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 A Framework for Planning Overview



Green = for appropriate staff (committees, individual teachers)

Black = all faculty members

Updated June, 2008



The American School of Doha

Teaching Standards

May 2008

Prerequisites For Performance Increases: All these prerequisite standards must be met to be eligible for performance increases.

<p>NESA Virtual School</p>	<ul style="list-style-type: none"> • Post announcements for students & parents on a weekly basis • Post information about their class(es) including a syllabus and/or description of the course curriculum • Elementary teachers must post their class newsletters & schedules • Post all homework and major assignments • Enroll students into courses, including new students throughout the year • Require students to access NVS on a regular basis 	
<p>Power School</p>	<ul style="list-style-type: none"> • Taking attendance • Posting grades & comments (MS & HS only) 	
<p>Atlas Rubicon: Curriculum Mapping & Unit Plans</p>	<ul style="list-style-type: none"> • Maps must be complete • Agreed design work approved by principal or associate 	



The American School of Doha

Teaching Standards

May 2008

TEACHING STANDARD #1: Pursues current knowledge of content and teaching practices, and is committed to continuous learning

Does not meet standard	Meets standard	Exceeds standard
<ul style="list-style-type: none"> ▶ Does not seek professional development opportunities. ▶ Is inactive in school improvement initiatives. ▶ Does not change or adapt content or teaching strategies based on professional learning. 	<ul style="list-style-type: none"> ▶ Seeks out opportunities for professional development to enhance content knowledge and teaching practices. ▶ Honors school-wide agreements and expectations in sustaining well-defined common goals. 	<ul style="list-style-type: none"> ▶ Shares learning from professional development opportunities with colleagues in a structured environment, such as faculty, department, team meetings or PACT. ▶ Integrates learning from professional development opportunities into teaching practices and choice of content. ▶ Provides leadership in school improvement initiatives by working on committees such as PD council or other specific task forces or school wide committees. ▶ Presents at NESAs, QRAs, or QMASTAs, Mini-NESAs, etc. ▶ Mentors colleagues in supporting school-wide agreements and expectations.

TEACHING STANDARD #2: Uses effective instructional strategies that make learning meaningful and show positive impact on student learning.

Does not meet standard	Meets standard	Exceed standard
<ul style="list-style-type: none"> ▶ Does not deliver ASD curriculum. ▶ Classes are teacher centered and rely primarily on lecture. ▶ Instruction and assessment seldom vary in strategies or form. ▶ Does not encourage students to give input or take risks. ▶ Does not align instruction and content with ASDS standards and benchmarks. ▶ Does not do anything extra to help students succeed. 	<ul style="list-style-type: none"> ▶ Delivers ASD curriculum ▶ Exhibits a strong working knowledge of subject matter and student development. ▶ Implements a variety of instructional strategies and resources. ▶ Engages students in a variety of learning tasks, such as direct, indirect, cooperative, and independent. 	<ul style="list-style-type: none"> ▶ Differentiates instructional strategies and resources using student data. ▶ Engages students in making learning choices; pursuing knowledge on their own; and working cooperatively or independently to develop, research, and complete learning tasks of their own design ▶ Varies activities and assessments to meet the learning styles and needs of a range of students.



The American School of Doha

Teaching Standards

May 2008

TEACHING STANDARD #3: Uses a variety of assessment strategies and data to monitor and improve instruction.

Does not meet standard	Meets standard	Exceed standard
<ul style="list-style-type: none"> ▶ Does not consistently communicate learning and behavior expectations. ▶ Does not consistently provide timely feedback regarding student performance and achievement. ▶ Does not communicate with parents as needed about student progress. ▶ Does not respond to parents' questions in a timely manner. 	<ul style="list-style-type: none"> ▶ Knows, understands, and uses the ASD Essential Agreements on Assessment. ▶ Uses common assessments. ▶ Designs and uses a contextual assessment. ▶ Involves students in self-assessment. ▶ Uses well-crafted rubrics as feedback tools. 	<ul style="list-style-type: none"> ▶ Uses collaborative protocols to analyze and improve student learning. ▶ Uses assessment data to reflect on instructional practices to enhance student learning. i.e. grade distributions, trends in grades, standardized test scores. ▶ Assists all students to become self-directed learners who are able to demonstrate, articulate, and evaluate their learning.

TEACHING STANDARD #4: Maintains and models ASD values.

Does not meet standard	Meets standard	Exceeds standard
<ul style="list-style-type: none"> ▶ Does not demonstrate sensitivity, tolerance, or respect for a diverse value system. ▶ Demonstrates lack of cross-cultural understanding. ▶ Does not provide students with opportunities to demonstrate responsibility and trust. ▶ Does not follow up with students who break trust or display irresponsible behaviors. ▶ Is non-supportive or inconsistently supports school-wide expectations for student behavior. ▶ Does not challenge students to do their best. 	<ul style="list-style-type: none"> ▶ Demonstrates sensitivity, tolerance, and respect for diverse cultures. ▶ Uses behavior management principles, processes, and practices to foster a safe, positive and student-focused community/environment. ▶ Respectfully follows up with students who do not demonstrate trustworthy and responsible behavior. ▶ Supports school-wide expectations for student behavior. ▶ Models the values of honesty, respect, responsibility, and compassion toward all segments of the school community. 	<ul style="list-style-type: none"> ▶ Empowers students to have a voice pertaining to classroom standards, rules and consequences. ▶ Actively looks for and creates additional opportunities to demonstrate independence and responsibility (i.e. student jobs in the classroom, eliciting and promoting students to help and care for the school environment). ▶ Creates a dialogue with students who do not demonstrate trust and responsibility and facilitates their self-reflection on their behavior. ▶ Works collaboratively to support school-wide expectations for student behavior. Identifies a student problem and proactively helps to find a solution. ▶ Actively creates opportunities for students to demonstrate compassion, responsibility, and respect.



The American School of Doha

Teaching Standards

May 2008

TEACHING STANDARD #5: Embraces and participates in collaboration and effective communication.

Does not meet standard	Meets standard	Exceeds standard
<ul style="list-style-type: none"> ▶ Does not engage with colleagues or students in cooperative and productive relationships. ▶ Does not follow PACT guidelines. ▶ Does not collaborate with colleagues. 	<ul style="list-style-type: none"> ▶ Maintains collaborative and cooperative relationships with students and colleagues. ▶ Uses PACT per guidelines. ▶ Goes to the source for concerns and issues. ▶ Knows, understands and uses the norms of collaboration. ▶ Communicates in a positive manner with staff, students, and community. ▶ Applies effective collaboration and communication strategies in planning and group decision-making within teams, departments, and committees. ▶ Initiates timely parent communication to support students. 	<ul style="list-style-type: none"> ▶ Engages in inter-disciplinary collaboration. ▶ Facilitates collaboration among colleagues and students. ▶ Actively volunteers and collaborates in school committees and task forces for school improvement. ▶ Promotes the school and student achievement through various forms of media and publication.

TEACHING STANDARD #6: Demonstrates Involvement in Student Life.

Does not meet standard	Meets standard	Exceeds standard
<ul style="list-style-type: none"> ▶ Does not fulfill the contractual obligation of 20 hours of after-school service. ▶ Does not accompany classes to all in-school activities. ▶ Is seldom seen at after school events. ▶ Is not available for students outside of class time. ▶ Fails to treat or know students as individuals with individual learning needs. 	<ul style="list-style-type: none"> ▶ Fulfills contract requirement of 20 hours of after-school service. ▶ Actively engages with students outside of class. ▶ Takes a personal interest in students and their learning. (Student feedback) ▶ Is actively involved in in-school activities such as pep rallies, field day, assemblies. 	<ul style="list-style-type: none"> ▶ Actively volunteers and participates in a variety of school events, student activities and/or school improvement initiatives beyond the classroom. ▶ Is visible in the ASD community by being present at a number of after school events and functions such as the musical, holiday concert, tournaments and student socials. ▶ Proactively arranges to meet with students outside of class for extra help. ▶ Proactively helps students be successful by working with resource people, ESL teacher and counselor. ▶ Takes significant responsibility for the success of a major student activity or event, such as organizing Int'l Week, Qatar Night, the Friendship Festival, and the Halloween Carnival.



The American School of Doha

Teaching Standards

May 2008

TEACHING STANDARD #7: Uses technology effectively to achieve school objectives.

Does not meet Standard	Meets Standard	Exceeds Standard
<ul style="list-style-type: none"> ▶ Does not utilize technology to communicate when it is expedient to do so. ▶ Does not go to the source to solve a problem or seek clarification. 	<ul style="list-style-type: none"> ▶ Checks email twice a day– in the morning, and the afternoon- and responds appropriately. ▶ Uses Atlas Rubicon to map curriculum, to write unit plans, and to review and revise curriculum. ▶ Uses NESAs Virtual School as outlined by the NVS goals guidelines. ▶ Uses divisional approved methods for recording grades, writing progress reports, and report cards. ▶ Meets electronic deadlines in a timely manner. ▶ Uses subject specific technology where appropriate in instruction. For example in math class uses the graphing calculator, in science class uses the Vernier probes or software like Turbo math. ▶ Uses PowerSchool to keep attendance and grades. 	<ul style="list-style-type: none"> ▶ Manages or contributes regularly to ASD website, utilizes Blogs, Wikis, etc., to create professional networks or enhance student learning. website). ▶ Uses Virtual School beyond just meeting the NVS goals guidelines. For example, electronic newsletter, drop box, discussion boards, external links, posts staff information, uses course statistics to track usage, etc. ▶ Mentors colleagues to support them in learning and using technology in the classroom. ▶ Uses Atlas Rubicon beyond the purpose of curriculum mapping.

TEACHING STANDARD #8: Demonstrates effective interpersonal relationships with staff, administration, and faculty.

Does not meet Standard	Meets Standard	Exceeds Standard
<ul style="list-style-type: none"> ▶ Is generally not supportive of peers in regard to decision-making, sharing space, ideas, methods and materials. ▶ Does not consistently engage in open, honest and respectful communication ▶ Exerts a negative influence on team or group dynamics. ▶ Is viewed as someone who has a negative impact on the overall atmosphere of the school. 	<ul style="list-style-type: none"> ▶ Maintains collaborative and cooperative relationships. ▶ Participates in and supports team or departmental decision-making and team building activities. ▶ Is viewed by colleagues including administration as a constructive contributor to the overall atmosphere of the school. ▶ Goes to the source when there is an issue. ▶ Engages in open, honest, and respectful communication. ▶ Demonstrates commitment to fostering an effective and collegial overall atmosphere. 	<ul style="list-style-type: none"> ▶ Solves problems in a collaborative manner with peers. Takes an active role in team building by initiating meetings, sharing ideas, handouts and activities with colleagues in both formal and informal meetings. ▶ Approaches problems with a constructive attitude and works proactively toward resolution. ▶ Demonstrates consistent commitment to being an effective team member. ▶ Encourages, respects, and/or shares multiple viewpoints, including dissenting opinions and constructive criticism. ▶ Takes initiative to build positive school morale in visible ways.

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 our human resources department directly with questions at: HumanResources@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.

Following are some specific regulations that apply specifically to pets:

Options

There are three ways of transporting your dog or cat by air. Bear in mind that if the kennel does not meet the requirements specified below, you can be denied boarding privileges:

- **In the cabin:** In the case of small cats and dogs, you have the option of allowing them to travel with you in the cabin under the seat in front of you. Since this space is small, you should keep the following points in mind:
 - Your pet will have to fit into a kennel no larger than 43 x 31 x 20 cm (length x width x height).
 - The combined weight of the kennel and your pet cannot exceed 4 kg.
 - **In the hold:** Your pet can travel with you in a ventilated baggage compartment in the hold of the aircraft. To travel safely, your pet has to travel in a specially designed 'sky kennel'. If your kennel does not meet the requirements specified here, you can be denied boarding privileges. [Click here to read more about the sky kennel and traveling with pets.](#)
- **Via Cargo:** If you wish your pet to travel unaccompanied.

Travel documents and health certificates

- All documentation in relation to your pet must be drawn up in English.
- To be able to travel, your pet must have a valid health certificate signed by a licensed veterinarian. This certificate must be issued between two and eight days prior to departure.
- Additional conditions often apply to puppies up to 12 weeks of age. As these conditions can differ per country, we would advise you to contact the embassy of the country that you are traveling to for further information.

- Your pet must have a valid certificate stating that the animal has been vaccinated against rabies at least 28 days before departure. This certificate must be signed by a local veterinary service officer or other official.
- Pets traveling from/to the European Union must have an identification microchip or tattoo and an official EU Pet Passport issued by a licensed veterinarian.

The pet passport must contain the following details:

- Name and full address of the owner.
- Description of the pet, such as the color of its fur.
- Type of identification: microchip or tattoo.
- The date and the brand of the vaccination against rabies.
- Rabies serological test.
- Tick treatment.
- Echinococcus treatment.
- Other vaccinations.

Rules and restrictions

Please take the following restrictions into account should you wish to take your pet with you on your flight:

- If your pet plus the basket exceeds the maximum weight of 75 kg, or the basket exceeds the maximum dimension of 406 cm (length+breadth+height), it will only be possible for your pet to travel via cargo.
- All airlines/airports have different rules and regulation for pets ,so it is advisable to book them at least 21days in advance so any additional paper work can be finished.
- FROM and TO QATAR pets can be booked as CARGO only .

Costs

Charges always apply for the transportation of pets. The rates in this regard depend on which baggage concept applies to your baggage. There are three possible baggage concepts which determine the rate that you pay for traveling with your pet. The piece concept, the weight concept or the costs of shipment with CARGO.

Prepare your pet

Please read the following instructions carefully prior to your pet's trip.

- Be sure to arrange vaccinations, travel documents and other important matters well in advance. Contact the local embassy of your destination country for precise requirements.
- Remember that some countries have strict quarantine regulations.
- Secure a label to the side of the kennel stating the animal's name and feeding instructions.
- Allow five days for your pet to get used to its kennel before the flight.
- Do not allow your pet to drink for four hours before departure.
- Do not feed your pet for 12 hours before departure.
- We strongly advise you not to tranquilize your pet. It will take longer to get accustomed to its new surroundings and its temperature may drop during the flight.

Below is our Pet Checklist.

Pet Checklist

KENNEL:

Dog/cat must be able to stand with head fully erect (without touching the roof), turn around, and lie down comfortably. For snub-nosed dogs, one kennel size bigger than usual is required to prevent breathing problems. Kennel must be made of rigid plastic with a built-in metal door. (Wooden kennels and kennels with plastic doors are not permitted.)

AGE/QUANTITY:

Dog/cat must be at least 10 weeks old. Limit one per kennel, unless under 6 months and of comparable size up to 9 kg each, then limit is two per kennel. Pup or kittens less than 4 months can travel in same kennel as mother.

DOCUMENTS:

Copies of pet passport/health certificate must be attached to the kennel. Therefore, please bring photo copies of the health certificate with you when you check-in.

PHYSICAL CONDITION:

Pet must not appear to be physically distressed, injured or over tranquilized.

DISHES:

Kennel must have two empty dishes attached or a single dish with two compartments for food and water, accessible without opening kennel door.

ABSORBENT MATERIAL:

Kennel must have blanket, newspaper or other absorbent material on floor. Straw is prohibited.

STICKERS:

Kennel must have at least one 'Live Animal' sticker and two 'Arrow Up' stickers.

PASSENGER NAME TAG:

Passenger's name, address, and phone contact must be completed and attached.

LEASH/MUZZLE:

Pet must not have a leash or muzzle on or left in kennel.

LOCK:

Door lock on kennel must be secure, but no padlocks. Door hinges and locking pins must extend beyond the horizontal extrusions above and below the opening by at least 1.6 cm (5/8 inch).

WHEELS:

Wheels must be locked, taped or removed.

Daily Life in Doha, Qatar

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 the professional staff 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.

Bookstores

There are two major English language bookstores in Qatar - Jarir and Virgin. They carry a decent selection of magazines and paperback books, both of which are expensive, compared to US prices. Many teachers bring a good supply of reading material and exchange books throughout the year. Other teachers buy online and have the books shipped to Doha.

Car Rentals

The school will 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 Buying

All popular makes and models are available-new and used. You may purchase a car being sold by a departing teacher and have it waiting at school upon your arrival or you may rent a car upon your arrival and go "car shopping" at your leisure once you have your Residence Permit which usually takes six weeks. The cars of choice in Doha seem to be the Toyota Land Cruiser and the GMC Suburban-the bigger, the better - however, among ASD staff members Audi, Honda, Hyundai, Jeep, Kia, Nissan, Mitsubishi prevail! This prevalence of Land Cruiser and Suburbans say something about the driving habits in Doha. People drive fast and aggressively, but your personal comfort level will depend on your previous driving experiences. Many people buy used cars from expatriates who are moving back home, and we do live in a transit community so these are often available for a variety of prices depending on the make and model of the car.

New cars in Qatar are all generally fully optioned. A deposit is paid and bank financing is available for the balance. In addition to the cost of the vehicle, it is important to consider that you cannot purchase a car without having a Residence Permit. This usually takes about six weeks and you should be prepared to rent until your R.P. is complete.

Clothing and Accessories

Men's and Women's clothing is readily available in Doha. If you cannot find what you want, there are many tailors who do excellent copy work. You bring them a sample of the item you want copied and the fabric and they will create it for you. The quality is excellent and it is inexpensive. Children's clothing of all kinds and in every price range can be found here.

- **Warm Weather Clothing**

It is advisable to bring cotton and/or cotton-blend clothing. Generally, the lighter the

weight the better. Expat men and women are often seen wearing t-shirts and shorts in public, although it is frowned upon and is not considered culturally appropriate by local custom. Non-Muslim women, however, **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 60'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. You will initially be doing a lot of walking. Be sure to bring at least one pair of walking shoes that are comfortable and tested by time.

- **Jewelry**

Jewelry is readily available in Doha. There are many jewelry stores selling a wide range of watches, earrings, bracelets, etc. There is also the Gold Souq. Although not as large as those found in other Gulf countries such as Dubai and Saudi Arabia, this market offers many opportunities to purchase ready-made jewelry or to have designs created or copied.

- **Personal Care Items**

Imported personal care and cosmetic items, including such basics as shampoo, deodorant, toothpaste, and shaving creams are all readily available. Prices in large discount stores are fairly reasonable. Hair color kits, if you use them, should be shipped. Brands of tampons are limited and many of our women faculty prefer to bring their own supply.

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 not uncommon to see expatriate men and women in shorts and t-shirts in public areas such as shopping malls, although we prefer for staff to be more sensitive to local tradition. 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 A&W, 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, Bennigan's, Chili's, Fuddrucker's, and Ponderosa.

Domestic Help

A maid, generally from India, Sri Lanka, Indonesia or the Philippines can be employed on a full or part-time basis 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 (\$7.00) per hour, more if cooking is involved. Wages for a full-time maid vary considerably depending on their responsibilities, and whether or not child care is required and whether accommodations, meals, etc. are provided, but expect to pay between US\$400 and \$600 per month.

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 school's expediter will take you to apply for your temporary Qatar driver's license. You will receive a temporary license immediately and your permanent license within a month or so. The cost is approximately US \$140.

Electricity

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

Electrical Appliances

- **Stoves, Refrigerators, Clothes Washers and Dryers**

The school provides these major appliances for your household. Stoves are generally electric rather than gas. All brands are similar in style to US brands.

- **Air Conditioners and Fans**

All teachers have air conditioning in their homes and apartments. Depending on the year, AC is necessary from April/May through October/November. Ceiling and portable fans are available for purchases, if needed during the "fringe" months.

- **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.

- **Television, Stereo, Radio, VCR, DVD, etc.**

While you may choose to bring some or all of these items with you, however, there are several compatibility considerations, which need to be addressed, and these items are all readily available in Doha. There is a good selection of U.S., European, and Asian brands including Sony, Hitachi, Aiwa, Toshiba, to name a few and they are reasonably priced. Most teachers wait until they arrive and purchase these entertainment items here at one of several stores (Dasman, Carrefour, LuLu, or the company distributor which may be located on "Electrical Street".) These do not run well on transformers over time.

- **Television and Radio Program Options**

Most 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, ESPN, Fox Sports, Hollywood, MSNBC, National Geographic, Star Movies, Orbit, etc. is approximately US\$65-\$100 per month.

Qatar Radio operates one English service and one French service, both on 97.5 FM.

Videotapes and DVDs are a popular option for home entertainment. Local video materials and equipment use the PAL standard; however, multi-systems are available. 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.

There are several small rental shops where for QR20 you can rent videos, video CDs and DVDs. The selection is limited, but rapidly increasing.

Holidays and Qatari Celebrations

Qatar's holidays are primarily Islamic. The big one is Ramadan, a month when everyone fasts between sunrise and sunset to conform to the fourth pillar of Islam. Ramadan ends with a huge feast, Eid al-Fitr, during which everyone prays together, visits friends, gives presents and eats 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 only non-religious holiday is National Day, on 18 December.

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, and lamps. 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.

Additional accents items may be purchased locally. Home Center, The One, and other large stores offer a good selection of western furniture and goods at prices, which are competitive with U.S. prices. Upholstering can be done.

- 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 of U.S. & European quality and variety are available in Doha at reasonable prices. Locally made kitchen and dinnerware are of decent quality and relatively inexpensive.

- Carpeting and Rugs

Houses and apartments generally do NOT have wall-to-wall carpeting.

There are a large variety of area rugs available; however, prices depend on size and quality. Upon arrival, many teachers have purchased inexpensive machine-made Oriental-style carpets to cover their floors and later have paid more serious visits to the many quality carpet vendors that are here in Doha to purchase high-quality carpets.

- Bedding and Bath

The school provides mattresses and box springs for your bedrooms, which generally contain king and queen-size beds. Locally made mattresses are good, but tend to be firm. The are not "standard sizes" and tend to be 180 x 200 cm or 200 x 210 cm.

Imported bed and bath linens are available at reasonable prices; however, sizes tend to run smaller than in the U.S. Fitted sheets can be hard to find. Because of our cold winters, you may want to include an electric blanket or at least a warm blanket or comforter. 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.

Although bathrooms vary according to the house, most are fully equipped and contain tub and shower. Shower curtain rods and curtains may be needed and are available locally.

Internet Access

The school does not provide Internet accounts for faculty use from home. If you plan to do e-mail or use the internet from your home, you will need to purchase a dial-up 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 a DSL and cable connections can be purchased. There are a number of Internet service providers with English service. ADSL and Cable connects are also available.

Language

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

Laundry and Dry Cleaning

Although houses are equipped with clothes washers, from time to time laundry and / or dry cleaning services are needed. These are located around the city and tend to be inexpensive by U.S. standards. Sample US \$ prices: laundering of shirts (US\$1.00), slacks (US\$2.50), dry cleaning of dress (US\$4.00).

Newspapers

There are three English language newspapers published in Qatar - the Gulf Times, the Peninsula and the Qatar Tribune. International newspapers such as the Herald Tribune are now printed in Doha but tend to be expensive. USA Today usually arrives 24 -36 hours after publication.

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 and snooker, bowling, chess, cooking classes, dancing, gardening natural history groups, photography clubs, and yoga, among other leisure time activities.

Sports play an important role in the social lives of Qatar residents. The year begins with the ExxonMobil Tennis Open, which has attracted the likes of Roger Federer and Andy Roddick. In March, Qatar hosts the Qatar Total Tennis Open for Women. The Qatar Masters Golf Tournament is being held at the end of January this year and was won by Ernie Els last year. 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. 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, a wide variety of water sports,

South of Doha, there are beaches along the road to Umm Said, but they're nothing to write home about. Ardent beachcombers should visit the beaches around Dukhan in the West of the country - especially near Bir Zakrit, where there are some interesting limestone rock formations. This is also a popular camping spot.

Desert excursions are a great way to wile away the time in Qatar - most head for areas southwest of Doha along the road to Salwa. Some of the beaches on the northeastern coast are additionally well worth a visit. You may want to try 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. Although none of them may equal the enormous superstores of the U.S., Carrefour, Mega-Mart, LuLu, Family Food Center and Giant (among others) carry most grocery items the average family consumes. Expats generally experiment with different supermarkets and then settle on one or two that best meets their family needs.

Surprisingly, there are many American and European brands in most stores.

- **Alcohol**

Although driving under the influence of alcohol is a serious offence as it is worldwide, alcohol is NOT prohibited in Qatar as it is in most Islamic countries. Upon receipt of your Resident Permit, you may apply for a Liquor Permit through the Qatar Distribution Company. Upon completion of the application form and payment of a refundable deposit, you are issued a permit which entitles you to purchase beer, wine, and a variety of liqueurs and liquors at the Liquor "Syndicate" - a moderate sized, duty free type 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.

- **Stores in Doha**

Shoppers in Qatar have never had it so good. There are a wide variety of stores for your shopping pleasure. Several large malls have opened - Landmark, The Mall, Villagio and Hyatt Plaza - in addition to a myriad of smaller plazas, shopping complexes and individual stores. Doha actually claims to have the largest shopping mall in the Middle East - the 5-floor, 350-shop City Center. Rather than just one main "downtown" area, Doha has several shopping districts. Store names you may recognize include Carrefour, Debenhams, Esprit, Floresheim Shoes, Giordano, Hush Puppies, Montana, Nine West, Osh Kosh B'Gosh, Tommy Hilfiger, and Toy's 'R Us.

- **Telephones**

The school does NOT pay for personal telephone service in the housing. Although we can help you arrange services to be connected prior to your arrival. During the initial orientation, cell phones are provided so that the new arrivals and school personnel are able to communicate if necessary. Qatar Telecom (Qtel) provides International Direct Dialing (IDD) to most countries. Many teachers buy pre-paid Qtel telephone cards that are 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 in spirit, even if some are now housed in marble-clad, air-conditioned buildings. 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 fish markets, meat markets, etc. Exploring the souqs is fun - and can be an extremely rewarding experience. You can often find the same products there as in the shopping malls - but at lower prices AND you can practice your bargaining skills.

Utilities

Stoves and water heaters are generally electric.

Vacation Planning

Qatar is a small country, but boasts a large expatriate population. There are many schools that follow similar schedules to that of the American School. For these reasons and the fact that deposits are not generally required and full payment in full can be made shortly before the actual travel date, travel reservations should be made well in advance to assure confirmation of requested bookings. Although the school makes your initial travel arrangements to Doha, teachers make their own travel arrangements thereafter. Veterans are happy share their experiences concerning popular destinations as well as with a variety of travel agents.

What to See in Doha

- **The Corniche**

One of the finest features of Doha is its 8km-long paved corniche, or seaside esplanade. This curves round Doha bay from the Emiri Diwan to the Doha Sheraton and is a very popular location for strollers, serious walkers and joggers and even picnickers in the cooler months. Attractively planted with many shrubs, palm trees and bright flowers, the Corniche is kept clean and well maintained, and as a result is a very pleasant place to visit. Dog lovers should note that, in the interests of hygiene, no dogs are allowed on the Corniche. There is plenty of parking available along the roadside that borders the walkway, and there are even a few fast food outlets dotted here and there.

Dhow rides or tours around the bay can be chartered. These are very reasonably priced, and you can even charter your own private boat on request.

Transportation

Qatar is well served by the newly renovated and modernized Doha International Airport although 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.