



## Contact

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Khaitan, Farwaniya, Kuwait

## About Me

**Nationality:** Pakistani

**Languages:** English, Urdu

**DOB:** April 3rd, 1974

## Objective

Seeking a position in an educational institute to utilize my dedication and passion for fulfilling children's educational needs and development.

# Nagina Latif

Elementary Homeroom Teacher/  
Math and Science Teacher

## Summary

Enthusiastic and passionate elementary homeroom teacher with 13 years of experience in an inclusive education system. Experienced in developing and implementing educational and behavioral plans according to students' needs. Skillful in partnering and building collaborative relationships within the organization.

## Education

**British Council, Lahore, Pakistan** September 2022  
Completed IELTS Certificate with band 6.5 out of 9

**Hajvery University, Lahore, Pakistan** 1995-1999  
MBA with specialization in Marketing and Management (certificate)

**Bachelor of Science (BSC) Pakistan** 1992-1994  
Physics, Chemistry, and General Math

## Teaching Skills

- Lesson planning
- Grading
- Managing communication with parents and colleagues
- Keeping track of deadlines
- Maintaining accurate records of your student's progress
- Accurately taking attendance
- Tracking behavior goals and management
- Identifying areas of concern for specific students
- Providing additional support when needed
- Creating a positive learning environment that minimizes distractions

# Experience

## Personal Skills

- Time management
- critical thinking
- Patience
- Imaginative
- Leadership
- Teamwork
- Conflict Resolution

## Tech Savvy

- Plus Portal
- Atlas (Rubicon)
- MAP Testing
- Google Classroom
- Google Drive
- Canva
- Quizizz
- email management
- MS office
- Zoom
- AI tools

**Al Nibras International Bilingual School, Kuwait** Oct 2011- to date

**Homeroom/Math Teacher (Small Group)** 13 years

Working as a homeroom teacher of a grade 4 small group comprising 8 students on an **Individual Education Plan.**

**Homeroom Teacher of Inclusive Classes**

Worked as a Homeroom teacher of a grade 2 **Inclusive Class.**

Duties included:

- To develop a CCSS-based curriculum
- To identify and refer LD students to the Intervention department.
- To make new IEPs and update the old ones for special students.
- To create accommodated learning resources for LD students.
- To create assessments for mainstream and small-grouped classes.
- To prepare homework and classwork by following rubrics
- To prepare and apply rubrics, follow-up forms, and recording sheets for different activities
- To plan character-building activities for advisory time and morning assemblies.
- To have regular PTCs to inform parents about students' progress.
- To collaborate with the team of specialists who are working with LD students.
- To attend GLM and staff meetings.
- To supervise students during breaks and dismissal time.
- Keeping a record of the behavior modification plan.
- To assist in organizing different school events like Math Week, Science Fair, and Spelling Bee, etc.

## Competencies

- Student Development
- Behavior Management
- Discipline Improvement
- Classroom Management
- Extracurricular Activities
- Lesson Plan Development
- IEP Development
- Team work

## Interests

- computer skills
- physical fitness
- personal-development

### Kuwait Bilingual School, Kuwait

August 2010 to Sept 2011

#### **Lab Technician cum Science Assistant.**

(1 year)

Duties included:

- Worked as a lab technician for primary and secondary school.
- Prepared Lab and different Materials required for experiments.
- Helped and supervised students in Science Labs
- Arranged for experiments related to the topics.
- Arranged different Science resources for teachers.
- Helped in organizing the Science Fair and other Science related events
- Assisted science teachers in science lessons.

### The City School, Pakistan

Feb 2006-Feb 2007

#### **Math and Science Teacher**

Worked as a Math and Science teacher for grade 3 and grade 6.

### Instaphone Pakcom Ltd, Pakistan

1996-1998

Worked as Sales coordinator and Activation Officer

### Jinnah Foundation School, Pakistan

1994-1995

Worked as:

- English and Science Teacher