

Academic Coordination Unit

Introduction

The Academic Coordination Unit provides academic services for teachers and students to guarantee a smooth teaching- learning experience. The Unit reports directly to the Director of the English Language Center.

Objectives

- 1- Facilitate the academic services provided to teachers to guarantee a smooth learning experience.
- 2- Provide students with academic services that assist them in achieving quality learning.

Duties and Responsibilities

1. Follow up with the course coordinators to make sure teachers abide by the pacing schedule.
2. Prepare substitute teachers to cover for the absenteeism of other colleagues.
3. Liaise on with the Testing Unit in preparing for and administering the midterm and final exams.
4. Advise students on academic matters such as denial, tardiness, and make up exams.
5. Conduct in- class observation for teachers for performance evaluation and identify training needs.
5. Follow up with the female branch coordinator to guarantee implementing unified practices.