

SARAH GHAZAL

PROGRAM MANAGER | EDUCATION CONSULTANT | SPECIAL EDUCATION

📍 DUBAI, UAE

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PROFILE

Dedicated specialist with over 10 years of international experience at the operational and managerial levels.

Proficient academic consultant, effective communicator, and researcher, skillful in providing senior-level support in special education program management through the implementation of intervention plans aiming for the inclusion of all learners to best achieve their potential.

Multilingual and ready to join my next team.

◦ EDUCATION ◦

Master of Research in Special Education

Saint Joseph University
Beirut, Lebanon | 2011 — 2016

Teaching Diploma (K-6)

Saint Joseph University
Beirut, Lebanon | 2010 — 2011

Bachelor of Special Education,

Saint Joseph University
Beirut, Lebanon | 2007 — 2010

Scientific Baccalauréat

Lycée Français d'Alep, Mission
Laïque Française
Aleppo, Syria | 2007

◦ PROFESSIONAL DEVELOPMENT

Project Management Professional (PMP)®

Project Management Institute
(PMI)®
October 2022

Project Management: From Principles to Practice

McGill University
May 2022

Child Protection: Children's Rights in Theory and Practice

HarvardX
April 2021

Educating Children Using Principles of Applied Behavior Analysis

The New England Center for
Children
August 2016



EMPLOYMENT HISTORY

Student Coordinator at LASALLE COLLEGE

Montreal, Canada | January 2019 — June 2022

- Acted as a resource person for learners facing integration or learning difficulties and proactively resolved complaints.
- Identified learners with learning difficulties to provide an adequate intervention plan and guided them to the appropriate services or help centers.
- Supervised, managed, and coordinated the work of the administrative technicians.

Education Technical Specialist at INTERNATIONAL RESCUE COMMITTEE

New York, USA | August 2016 — March 2022

- Manages the work plan, consultants, and deliverables for remedial literacy programs in Arabic, French, and English for Niger, Libya, Tanzania, Syria, and Lebanon cultural contexts.
- Provided input for the design of materials, created scope and sequence, assessment tools, and training guides, as well as reading books and lesson plans for emerging and developing reading levels.
- Participated in creating literacy programs related to the Education in Emergencies: Evidence for Action, 3EA research partnership between IRC and Global Ties for Children.
- Reviewed and edited final literacy materials and translated numeracy training manuals and PowerPoint presentations from English to Arabic.
- Prepared training content for teachers, such as presenting the curriculum by explaining how to differentiate instructions.
- Conducted workshops and wrote reports and proposals.
- Created French home learning materials for children during the Pandemic.

French Education Consultant at WAR CHILD HOLLAND

Amsterdam, Netherlands | January 2020 — March 2021

- Developed educational content for the “Can’t-Wait to Learn” French games teaching literacy and math skills to children (grades 1-3) from several Middle Eastern and African countries.
- Managed the technical production of the educational components while creating lesson plans based on various Ministries of Education curricula.
- Reviewed game content to ascertain it is culturally appropriate.

Arabic Literacy Consultant at VISIONS GLOBAL EMPOWERMENT

Los Angeles, USA | October 2020 — November 2020

- Reviewed the Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 English language standards compiled by TabSchool by providing notes on how these would be applied or modified for the Arabic language.
- Suggested a list of new Arabic literacy standards.

◦ LANGUAGES ◦

English

French

Arabic

◦ COMPUTER SKILLS ◦

Microsoft Office
Suite, Mac &
Windows OS

◦ REFERENCES ◦

References available
upon request

Special Educator (Replacement) at Centre de Services Scolaire de Montréal (CSSDM)

Montreal, Canada | October 2018 — January 2019

- Designed intervention plans by proposing selected measures to achieve the determined objectives.
- Participated in the evaluation of the action plan implementation and its success.
- Organized various educational, cultural, recreational, and sports activities, promoting cognitive, social, psychomotor, and communication skills development.

EDUVATION SCHOOL NETWORK

Beirut, Lebanon | September 2010 — December 2017

Head of Special Education Department | Member of the Academic Board

July 2015 — December 2017

- Coordinated special education services, such as the implementation of IEPs (in inclusive, self-contained, and pull-out settings), student observations, and plans to meet the needs of each learner.
- Recruited special education staff, such as special educators, speech therapists, and psychomotor therapists, and coached regular teachers to cater to the learners' needs.
- Provided administrative oversight of special education services such as assignments, supervision, and staff evaluation.
- Interviewed, evaluated, and managed the admission of learners applying to the Special Education Department.
- Provided information to parents regarding the referral and assessment process and the special education services available.
- Prepared proposal reports that included budgets.

Assistant Head of Division, Lower Elementary

July 2014 — June 2015

- Identified the special needs of learners regularly, seeking the assistance of specialists.
- Assisted the head of division in administrating duties; enforced school policies and regulations.
- Implemented discipline throughout the student body and dealt with special cases when necessary.
- Maintained various files and prepared periodic and special reports as required.

Special Educator (Grades K-5)

September 2010 — June 2015

- Taught learners with special needs (developmental delays, autism spectrum disorders, and learning disabilities) in inclusive, self-contained, and pull-out settings.
- Provided individualized and small group sessions in the content areas of French, English, Arabic, Math, Science, and Social Studies.
- Modified the general education curriculum, prepared IEP, developed lesson plans, and created instructional material for learners with special educational needs.
- Collaborated with regular teachers, special education staff, and parents to set an adequate plan of action that was regularly adjusted based on student needs.
- Created assessment and measuring tools.

Special Educator (Early Intervention Center) at Lebanese Autism Society (LAS)

Beirut, Lebanon | September 2012 — September 2017

- Provided one-on-one special education sessions to meet the needs of toddlers and young children having autism spectrum disorders, developmental delays, speech impairment, and learning disabilities.
- Developed and implemented an individualized program for each child.
- Coordinated with parents, teachers, and various service providers, including speech, occupational, and physical therapists for children.

Education Consultant at SAVE THE CHILDREN

Beirut, Lebanon | May 2013

- Visited Bekaa public schools, supervised teaching activities, and provided Save the Children's Education Manager with needed assessments for teachers' training.
- Followed up on the implementation of the remedial program in Math, English, Arabic, and French.