



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



MoE Professional Selection Criteria for Evaluators in the Ministry of Education

Evaluation & Quality Directorate for Public
Institutions & Early Years

www.moe.gov.ae



- 1** Submit CV and professional documents that highlight professional competencies in accordance with the standards set for each role.
- 2** Interview
- 3** Practical test



Generic Competencies	Experience & Qualifications Essential	Skills, Knowledge & Personal Attributes
<ul style="list-style-type: none">• Ability to plan evaluation activities and carry out document and data analysis on schools and educational institutions in terms of their inputs, operations, and performance from multiple sources, e.g., self-evaluation and school improvement plan.• Ability to Review and analyze the results of monitoring and evaluation reports.• Ability to Develop operational plans for schools' evaluation and determine the requirements for their implementation.• Ability to Implement the evaluation schedule to conduct planned or unannounced visits to educational institutions and schools in accordance with approved methodologies and frameworks.	<ul style="list-style-type: none">• Bachelor's degree in Education or an education related discipline• At least 8 years' experience in the field of teaching and 3 years in management of educational institutions or any similar field preferably in the field of international schools.• At least 3 years' experience in supervision, evaluation/inspection, or accreditation of educational institutions from an accredited institution.• Recent and relevant experience and knowledge in the field of education research evidenced through conducting training courses, presenting at conferences, writing research papers, and giving lectures etc.	<ul style="list-style-type: none">• Commitment to MoE vision and UAE national priorities.• Strong interpersonal skills which support building positive and constructive relationships with school leaders.• In-depth knowledge of current national and local government education policies and guidelines.• Mentoring, supporting, guidance and counselling skills.• Data collection skills through relevant observations, interviews and focus group discussions.• Skills in computer literacy especially word, excel, power point and outlook.

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<p>As well as monitor, analyze and collect evidence against the elements and performance indicators in the evaluation framework.</p> <ul style="list-style-type: none"> • Ability to conduct the necessary observations, interviews, and meetings within the scope of school evaluation. • Ability to monitor deviations, irregularities, and discrepancies in any of the elements of the school evaluation framework. • Ability to write reports on the results of visits to schools and educational institutions based on the outcomes from the visits and analysis of data and evidence. • Ability to report to the relevant bodies within the time frame and approved reporting standards. • Ability to identify violations and deviations in the schools or educational institutions 	<ul style="list-style-type: none"> • Significant and strong knowledge of K-12 school evaluation and accreditation processes • Strong understanding of UAE education system and its policies for operating schools • Knowledgeable with effective strategies for turning around underperforming schools through leading and monitoring a rigorous school improvement process. • Strong understanding of high-quality school management and drivers of school quality • Considerable experience in national/international curriculum scope and sequence and its relevant standards. • Considerable experience in networking and building partnerships with key education stakeholders for relevant interventions 	<ul style="list-style-type: none"> • Persuasive strategic communication skills and ability to effectively build consensus among multiple stakeholders. • Demonstrated ability to prioritize use of time and limited resources toward meeting ambitious and measurable objectives. • Ability to work under minimum supervision • Excellent report writing skills • Able and willing to travel frequently to the field. • Strong communication skills verbally and in writing in English and in Arabic for bilingual evaluators.

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<p>and suggest corrective measures and improvement practices.</p> <ul style="list-style-type: none"> • Ability to prepare the final reports and drawing up strengths, weaknesses, and irregularities in complying with policies, standards, specific controls, and improvements and contribute to the preparation and implementation of surveys and studies related to the Quality and Evaluation Department and any similar initiatives. • Ability to monitor the positive practices and positive experiences in schools or educational institutions that can be mainstreamed. • Ability to monitor the general development and improvement of the inputs, operations and performance of schools and educational institutions. 	<p>especially the MoE and various departments.</p> <ul style="list-style-type: none"> • Experience engaging in research and learning (managing external evaluations) • Experience in developing and implementing professional school evaluation and inspection systems and processes that drive school improvement • Experience in school evaluations and reporting through critical analysis of school data • Experience in quality assurance and quality management competencies • Track record of improving student learning outcomes through teacher training and school support • Various experiences in more than one educational institution (school, college, university, nursery, children’s center, 	

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<ul style="list-style-type: none"> • Ability to support the evaluation department and related parties to monitor cases of non-conformity in Ministry of Education and educational institutions; to ensure that they are closed within the specified time frame. 	training center, educational consultancy etc.)	



A lead evaluator must fulfil all of the selection criteria, experience, qualifications & skills of the team evaluator along with:



The team leader should have occupied a senior leadership position in an educational institution, in addition to having experience of not less than 5 years in leading evaluation teams, and he must have a clear understanding of the process of improving and developing schools.



MA in Education or an education related discipline



Quality Management Certificate is desired (RCQM, EFQM, GEM, etc.)

Generic Skills and Competencies	Role Specific Competencies	Experience and Qualifications Essential
<ul style="list-style-type: none"> • Planning and Organizing: Anticipate and overcome obstacles and develop a contingency plan to address them. Take necessary corrective action when plans go off-track • Leadership Skills and have experience at senior position to lead organization. • Problem Solving and Decision Making: Recognize, analyse, and solve problems using a logical approach. Quickly understand the nature of the problem and develop alternative solutions • Quality and effectiveness: Maintain quality in work of the department and ensure effectiveness in department outcomes. To meet the requirements of the department. 	<ul style="list-style-type: none"> • Functional Domain Expertise: Provide domain knowledge expertise and support as required for the department projects and operations in order to resolve the problem at hand and support departments overall objectives • Communication: Interact with people (Verbal & Written) openly and directly and accurately convey opinion in different circumstances to influence and persuade • Technical Solutions/plan: Design solutions based on specialised knowledge for the defined subject related issues and problems in the department/project in order to meet department goals and objectives. • Conflict Management and Negotiation: Consider conflict as a 'creative' process to find solutions and opportunities to grow and appreciate others' differences. Conduct complex negotiations at the highest level. 	<ul style="list-style-type: none"> • PhD degree in Education or related field • 10 years relevant experience • Licensed in senior Quality Management and Quality Assurance in education field. • An understanding and experience of school improvement • An understanding of school evaluation approaches • Fluent in written and spoken English