

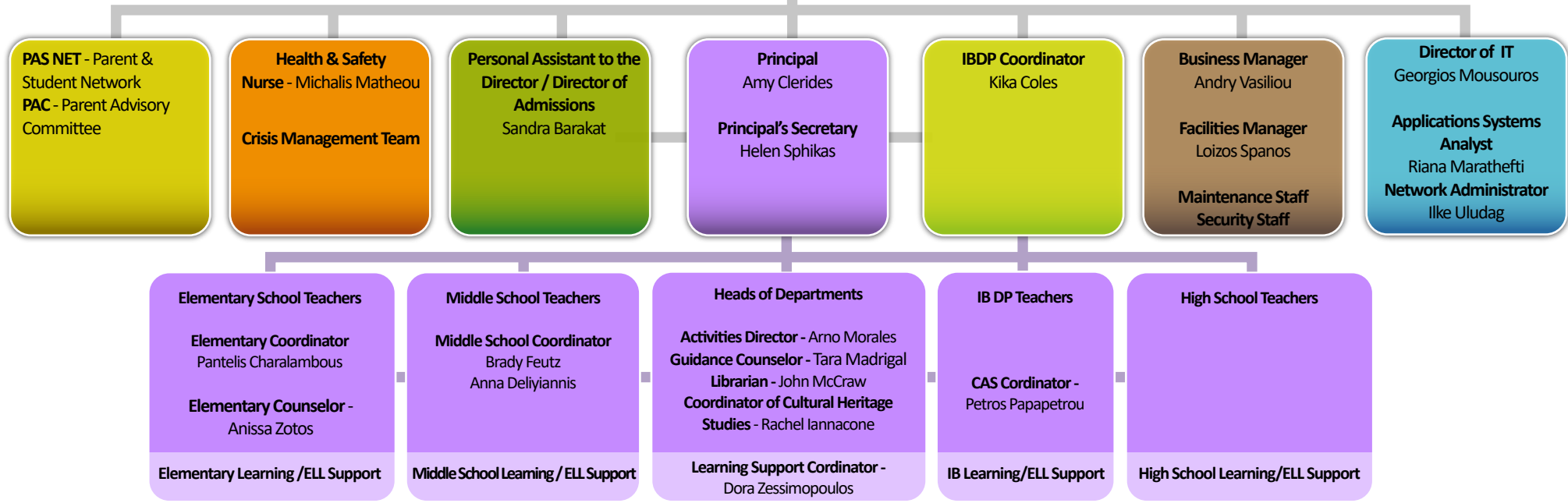


# The AISC Organisation Chart



**Esol Education Board**  
 Superintendent / Chairman - Walid Abushakra  
 Deputy Superintendent - Wahib Girgis

**AISC Director**  
 Michelle Kleiss



## Responsibilities

- Director**
- Teaching & Learning
  - Vision for Continuous Growth & Improvement
  - Strategic Overview
  - Enrollment Demographics/Admissions
  - Teacher Recruitment & Contracts
  - Monitoring Overall Student Achievements
  - Parent & Community Relations
  - Faculty & Staff Evaluations
  - Capital & Instructional Resources
  - Finance

- Principal**
- Teaching & Learning
  - Student Behavior
  - Curriculum Articulation
  - Assessment/Reporting
  - Scheduling
  - Teacher Evaluations
  - Faculty Operational Issues
  - Head of Departments

- IB Coordinator**
- IB Vision, Growth and Plans for Improvement
  - Supervision of IB Program, courses and teaching
  - Support for IB students and families
  - IB community workshops
  - IB Reports/Registration/Exams
  - IB Admissions IB Resources

- Business Manager**
- Accounting & Tuition Collection
  - HR Supervision
  - Maintenance Supervisor
  - Payroll, Visas/Work Permits
  - Purchasing
  - Security
  - Transportation Services

- Director of IT**
- Responsible for all IT systems (software, hardware and middleware) and its operational services
  - Implements applications and systems that will help teachers, students and administrative staff to operate efficiently
  - Introduces new technologies and supports, helps and resolves IT related issues

- Health and Safety**
- Student emotional, social and physical health
  - Staff emotional, social and physical health
  - Mental Health Support for families
  - Mental Health Support for Staff
  - Provision for outside resources
  - Provision for confidentiality
  - Crisis Management