

OMAR FAKHOURY OFFICIAL ELEMENTARY SCHOOL

Jnah, Bir Hassan, Beirut, Lebanon

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DATE: 27/10/2014

To whom it may concern,

This letter is to certify that Mr. Hassan El Masri worked with our school from 1/9/2008 until 31/8/2012 in the capacity of elementary math teacher.

As an elementary math teacher (4032), Hassan's duties included:

- 1- Create lesson plans (prepare courses for presentation to students according to approved curriculum)
- 2- Assign and correct homework
- 3- Attend staff meetings and other training and development sessions (participate in staff meetings, educational conferences and teacher training workshops)
- 4- Assess and evaluate students' progress in written and oral work (prepare, administer and correct tests)
- 5- Use computers to assist with lesson preparation, teaching, reporting (Teach students using a systematic plan of lessons, discussions, audio – visual presentations).
- 6- Running extra – curricular activities.
Assist with and organize sporting activities, school concerts and excursions.

(Lead students in activities to promote their physical, mental and social development and their school readiness).

- 7- Communicate with parents and help students prepare for standardized testing.

(Evaluate the progress of students and discuss results with students, parents and school officials).

If you have any questions or concerns, please contact me at

03-654557

Sincerely,



امر فاكهوري
مدير فاكهوري في المدرسة الرسمية المختلطة
Hassan El Masri