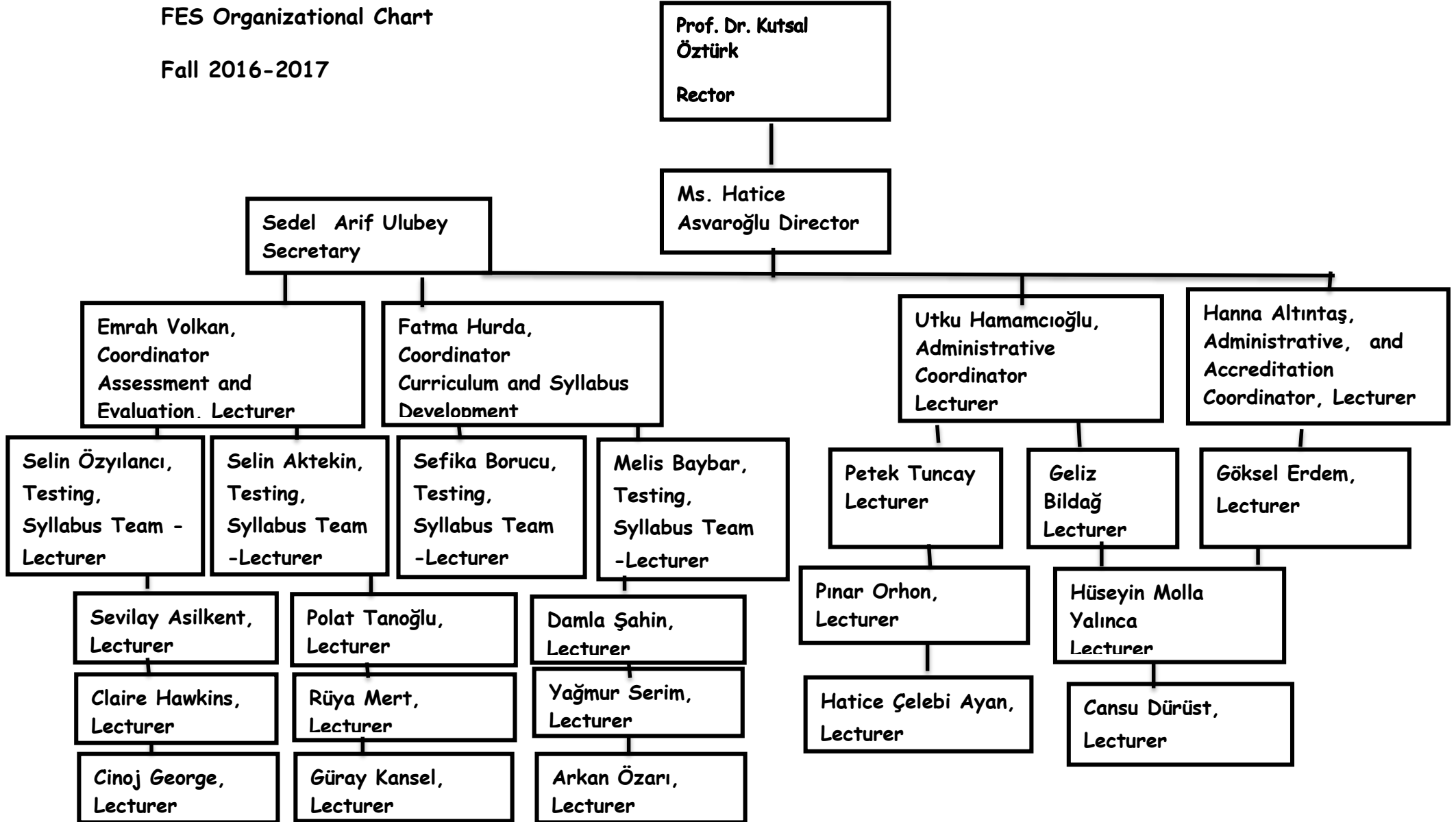


FES Organizational Chart

Fall 2016-2017



FOUNDATION ENGLISH SCHOOL

Management Team

Responsibilities

Director

Hatice Asvarođlu

1. Administrative responsibilities.

- a. Managing schools' day by day operations.**
- b. Assigning coordinators with specific duties.**
- c. Organizing and managing staff meetings.**

2. Teacher Training.

- a. Needs analysis in relation to staff's professional development needs.**
- b. Organization and delivery of inservice teacher development workshops for FES Staff.**

3. Liaison with the Rectorate.

4. Dealing with Teachers' Problems.

5. Teachers' classroom observations- buzz observations, developmental observations,

6. Teachers' performance review.

7. Supporting Syllabus and Testing Teams

7. Development of the important documents such as Students' Handbook, Staff handbook etc.

8. Students' discipline investigations.

9. Quality Assurance.

9. Lecturing.

Administrative Coordinator

Utku Hamamciođlu

1. Student registration

2. Classroom lists.

3. Dealing with students' problems and petitions.

4. Coordination of the examinations and grade entries.

5. Registrations.

6. Lecturing.

Administrative Coordinator

Anna Altıntaş

- 1. Timetables**
- 2. Organization of the classroom covers**
- 3. Quality assurance processes.**
- 4. Accreditations**
- 5. Lecturing**

Assessment and Evaluation Coordinator

Emrah Volkan

- 1. English language test construction and coordination**
- 2. Training the testing team members**
- 3. Lecturing**

Curriculum and Syllabus Coordinator

Fatma Hurda

- 1. Curriculum and Syllabus development**
- 2. Organization and management of the Level Meetings**
- 3. Material development.**
- 4. Lecturing**