

Chirine Dannaoui

Tripoli, Lebanon | cdannaoui@gmail.com | (81) 098663 |

[linkedin.com/in/chirinedannaoui](https://www.linkedin.com/in/chirinedannaoui)

[CHIRINE DANNAOUI - Home \(weebly.com\)](http://CHIRINE.DANNAOUI-Home.weebly.com)

EXPERIENCE

2023 to 2025 – Project Manager at QITABI 3

- Coordinated inclusive education activities for QITABI 3, a USAID-funded project led by RTI in partnership with SKILD, and acted as liaison between RTI and SKILD, facilitating collaboration and communication.
- Develop educational course materials for teacher professional development programs focused on Inclusion and Social Emotional Learning.
- Co-authored a comprehensive desk review on inclusive education, involving extensive research and analysis of existing literature and practices.
- Participated in the bid committee to select a firm for needs assessment study on inclusion in low-income schools, analysing technical proposals and contributing to the selection process.

2021 to 2023 – Senior Quality Officer at International Rescue Committee

- Identified capacity building needs within the program and develop capacity building plans and implementation content for staff, facilitators and teachers.
- Developed education curriculum and created detailed lesson plans.
- Oversaw the implementation of capacity building plans at the field level, including training, coaching and on-the job training.
- Led the implementation of Training of Trainers (ToT) workshops and other capacity building initiatives in the field.
- Coordinated logistical arrangements for trainings and capacity

LANGUAGES

- **Fluent English, French, and Arabic**
- **Basic Spanish**

building sessions in the field.

- Supported mentoring of Teachers, Facilitators and volunteers' and Learning Circles.
- Reported and identified potential areas of improvement and technical recommendations.
- Identified and documented programmatic lessons learnt and participate in knowledge management activities.
- Created an archiving system and overall organization of the records.
- Acted as referral focal point.
- Produced case studies, success stories and program newsletters.
- Participated in coordination meetings, planning and reporting processes, monitoring and evaluation of Activities.

2019 to 2020 - Principal, Preschool at AZM Educational Campus

- Planned continuous staff professional development.
- Developed and implement annual school goals.
- Planned and documented all staff supervision.
- Organized family outreach, involvement, and workshops.
- Coordinated curriculum for French, English, and Arabic departments and updated according to current research and studies.
- Maintained accreditation with Cognia and AEFE.
- Mentored new staff and new volunteer program members.
- Promoted a culture of inclusion, diversity, safety, and high-quality education.

2017 to 2019 - Program Director at Action for Boston Community Development, Allston and Brighton locations

- Managed program operations at the Head Start center while ensuring compliance with the National Association for the Education of Young Children, the Early Childhood Education and Care, and the Head Start Performance Standards.
- Mentored the youth enrolled in SummerWorks and WorkSMART while supporting them in getting ready for future career readiness through a paid internship.
- Partnered with community organizations as well as programs

AWARDS

- **Certified TESL, in 2023**
- **Director II Certified by the Department of Early Education, in 2015**
- **Teacher Certified by The Commonwealth of Massachusetts, Department of Elementary & Secondary Education for Foreign Language, French, from Pre-K to 12, in 2013**

SKILLS

Microsoft Office (TEAMS, Word, Excel, Outlook, PowerPoint)

Instructional Design

Educational Technology

within ABCD network to meet different needs of families and youth (career training, health, housing, elders, education, immigration, food).

- Empowered vulnerable families through continuous outreach, communication, workshops, and community meetings.
- Ensured high quality services were delivered to Head Start children and caregivers.
- Provided systematic training and capacity-building of educators and staff.
- Conducted data driven monthly reflection sessions with staff.
- Collaborated with team to ensure full program enrollment, recruitment, and selection.
- Conducted periodical CLASS, ECERS, and ITTERS classroom observations.
- Monitored children's assessment and evaluation entries using the Teaching Strategies Gold tool.
- Developed and balanced the annual local budget preparation process while ensuring that staff and families are involved.
- Oversaw the development and implementation of annual program goals.
- Planned, implemented, and documented all staff supervision and training activities, as well as parent involvement.
- Facilitated monthly parent committee meetings and policy council meetings.
- Participated in the recruitment, interviewing, and hiring of all staff.
- Liaised with regional central office and colleagues on programmatic developments and opportunities related to early education programming.
- Conducted annual evaluation to all staff.
- Coordinated program level and city-wide level fundraising events.

2014 to 2017- Director at Sunshine Academy, Coolidge Corner North

- Recruited and mentored employees to establish a culture that prioritizes, inclusion, and respects the diversity of all cultures.
- Provided biannual performance evaluation, coaching for employees and teachers.
- Exceeded guidelines as established by the Department of Early

Childhood Education and NAEYC.

- Maintained accreditation and licensing.
- Worked closely with parents and guardians by establishing professional relationships and monthly parent committee meetings.
- Prepared and ran ADP.

2014- Program Coordinator at Sunshine Academy, Washington Sq.

- Ensured that educational foundation of the program is cohesive.
- Conducted classroom observations and feedback with teaching staff.
- Oversaw developmentally appropriate curriculum planning and school activities.
- Promoted a consistency in the philosophical approach to educational practice.
- Built and supported relationships between teaching staff and families.

2011 to 2014- Lead Teacher and Designated Administrator at Sunshine Academy, Coolidge Corner South

- Planned and implemented learning experiences that advance the physical and intellectual growth of children while promoting self-esteem, anti-bias, inclusion, and diversity.
- Observed, assessed, documented, and monitored children's progress through quarterly reports.
- Supported the social and emotional development of children in partnership with parents.

2010 to Present - Arabic; French; and ESL Language Instructor at Wyzant

2010 to 2012 - Arabic Instructor at the Burlington Center for Peace

1998 to 2002- Attorney at Derbas Law Offices in Lebanon

EDUCATION

Harvard Graduate School of Education - Professional Education, (MEPLI) – Fellowship awarded in 2025

University of Balamand, Master's in Curriculum and Education Management, awarded in 2024 with distinction

Advanced Level 5 Advanced Diploma in Teaching English as a Foreign Language from Highfield, awarded in 2023

Urban College of Boston, awarded ECE LT and Director II certification in 2015

Boston University, Center for Professional Education, Paralegal Studies, awarded in 2009

Lebanese University, Faculty of Law, Political and Administrative Sciences, Bachelor Degree in Law, awarded in 1997

PUBLICATIONS

SUBMITTED AND UNDER REVIEW

Dannaoui, C. & Antoun, M. (in review). *A Case Study on Enhancing Early Childhood Education in Crisis Settings: The Impact of Professional Development on Play-Based Learning in Lebanese Refugee Camps*

PRESENTATIONS

Play-Based Early Education and Teachers' Professional Development: Impact on Vulnerable Children - IAFOR Maison de la Chimie – June 2024

PROFESSIONAL DEVELOPMENT

International Rescue Committee – Inclusion Certificate in 2022

Humanitarian Leadership Academy – Child Rights in 2022

Harvard Manage Mentor – Compass Certificate in 2021

HarvardX - Early Childhood Development: Global Strategies for Implementation in 2021

Cognia – Engagement Review Team in 2020

Teaching Strategies - Interrater Reliability Certification in 2019

