



مدارس الظهران الأهلية  
Dhahran Ahliyya Schools

مجتمع تعلّمي غير ربحي  
A not-for-profit learning community

Internal Phone Extensions

Girls' School

2019/2020

Job Description/Place	Name	Ext.	Job Description/Place	Name	Ext.
<b>School Administration</b>			<b>Kindergarten and Elementary Administration</b>		
General Director	Maha Al-Omair	8711	KG - 5 School Principal	Muntaha Alblwi	8716
Receptionist (Gate 2)	Najat Al Baluchi	1100	Administrative Assistant	Haifa Al-Dossary	1116
Admission Office	Thana Qulaisi	8726	School Nurse	Alya Al Hamouz	2206
Responsible for Accreditation	Sahar Al-Masri	8712	<b>Kindergarten</b>		
Schools' Translator		1102	KG Academic Coach (Arabic)	Khadija Al-Amudi	1117
<b>Accounting and Personnel Office</b>			KG Responsible	Dalal Mashraqi	1119
Responsible for Business Office	Sumaya Al Jeathen	8713	KG Proctor	Maram Alqahtani	1118
Personnel	Hadeel Raslan	8714	Nursery 1	Hawiya-Munira-Areej	1121
Accountant (1)	Nouf Al Nassar	1103	Nursery 2	Amal - Hana -Areej	1122
Accountant (2)	Heba Al Zuhair	1104	Nursery 3	Sukaina - Fitna - Wajood	1123
<b>Technology Administration</b>			Teachers's Room KG		
IT Department 1	Reem Al-Mutairi	1105	Branch Building Proctor	Buthaina Al Rumaih	8725
IT Department 2	Fawziya/Alawia	1106	Branch Building	KG Branch -Arabic	1202
IT Department 3	Marwa Abalushi	1107	Branch Building	KG Branch- English	1203
IT Department 4	Layla alsaleh	1133	<b>Elementary</b>		
<b>Curriculum and Professional Development Office</b>			Erly Elementary Academic Coach (Arabic)	Reema Jammal	1124
Advisor for Academic and Professional	Rola AbuSaqer	8715	K-2 Academic Coach (English)	Mitizila Sanchez	1125
Educational Coach	Najah Al Salti	1108	Early Elementary Proctor 1-2 Boys	Aisha Al Baluchi	1126
Assistance of Advisor for Academic and	Alya Al Muraikhi	1109	Upper Elementary Academic Coach-English	Farhat Raza	8717
Library	Majda-Zainab-Mona-Nouf	1110	Upper Elementary Academic Coach-Arabic (3-12)	Huda Tahbub	8718
Technology Facilitator	Suha Al Shaikh	1112	1-5 Elementary Proctor- girls	Deema Alkhatlan	1127
<b>Research Unit</b>			SSU Councling Coach	Sara Al Sunaid	8719
Responsible for Research Unit	Salma Ra'ad - Ashwaq - Haifa	1111	SSU Teachers' Room		1128
<b>Counselling</b>			Teachers' Room 3-5		1130
K-3 Counselor	Noura Al-Sihli	1113	<b>Intermediate and Secondary Administration</b>		
Counselor (4-8)	Zahra Sharofna	1115	Middle & High School Principal	Eman Faisal	8720
Counselor (9-12)	Laila All-Qassab	1114	School Principal's Secretary	Sawsan Al Huqail	2202
<b>Special Subjects</b>			Receptionist (Gate 1)	Sherifa Al Ghamdi	2203
Special Subjects Academic Coach	Essam Al Barazi	8724	MYP Projects Coordinator	Halla Anqawi	2204
Computer Lab (1)	Hajer Sabri	2213	Responsible for Students' Activities	Samia Al Dossary	2205
Computer Lab (2)	Rana Al Abdullah	2214	<b>Intermediate and Secondary</b>		
Design Lab.	Randa Sultan	2215	Math & Science Academic Coach (6-12)	Mona Abdullatif	8721
Arts Education (1)	Sabah Fouad	2216	Social Studies & Humanities Academic Coach 3-12	Huda Tahbub	8722
Arts Education(2)	Maram AlMujiesh/Rasha Mannaa	2217	English Arts Academic Coach (6-12)	Imrana Iqbal	8723
Physical,Social and Personal Education	Basma-Amani-Eman	2218	Intermediate Procter	Atheer AlHarkan	2207
<b>Other Facilities</b>			Secondary Procter	Sumaya K. Alkhelb	2208
Multi-purpose room		2220	Laboratory	Hind A. Aldossary	2209
Schools' Auditorium		2222	College Counselor	Amal Awwad	2210
School Guard (Gate 1)	Abu Salim	2226	Teachers' Room 1st Floor		2211
School Guard (Gate 2)	Abu Amjad	2227	6-12 English Teachers' Room		2212
Boys' school Number	Yasser Jaafar	3300	Teachers' Room interemediate Gnd Flor		2230
Service Department	Muneer Al Sihati	8774	School Number		8198700