

## **PERSONAL DATA**

Surname: Akuffo Boateng

Other Name(s): Dorothy

Gender: Female

Date of Birth: 7<sup>TH</sup> November, 1986

Marital Status: Married

Languages: English, Guan, Ga, Asante and Akwapim Twi

Nationality: Ghanaian

Address: St Joseph's College of Education

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## **PERSONAL PROFILE**

I am an experienced professional and affable teacher who is highly motivated intrinsically, creative, adaptable and hardworking. I have excellent analytical ideas in terms of problem solving in my subject area and related disciplines using relevant theories. My main objective is to climb higher in academia to make positive and effective contributions to the achievement of institutional and national vision.

I have a proven track record of fulfilling performance expectations, establishing and maintaining good interpersonal relationship to remain focused. It is characteristic of me to adapt easily to new situations within a short period and often willing to learn new things.

Also, I am an energetic and ambitious individual with the ability to develop a mature and responsible approach to any tasks assigned. My intrinsic motivation provides me with the ability to train. I aspire to be a professor in Social Studies and a Gender and Development advocate.

## **EDUCATION**

<b>Start and End Dates</b>	<b>Name of Institution Attended</b>	<b>Qualification/Certificate</b>
May 2012-August 2013	University of Education, Winneba	Master of Education in Social Studies.
August 2006-May 2010	University of Cape Coast	Bachelor of Education in Social Studies.
October 2001-July 2004	Ola Senior Secondary School	Senior Secondary School Certificate.

## **CAREER HISTORY**

<b>Start and End Dates</b>	<b>Name of Institution</b>	<b>Position/Title</b>
September 2015 – Present	St. Joseph's College of Education	Tutor
November 2011- September 2015	Tweneboa Kodua Sen. High School	Teacher

## **RESPONSIBILITIES**

- Teaching or delivering of lesson(s).
- Setting and marking of assignment and examination questions.
- Invigilation of quizzes and examinations.
- Supervision of students' project works.
- Supervision of students' internship.
- Research and publication.
- Assisting in administration of my department.
- Extension work or service to the College and the nation.

## **OTHER RESPONSIBILITIES(S)**

- Hall Warden
- Attending workshop and training.
- Safe Space Focal Person
- Any other duties assigned by the principal or his representative.
- Supporting the staff on planning and assessments, including lesson modelling.
- Organising in-service training on some topics for department members when needed.
- Developing students' interests and abilities in their perceived subjects by way of making lessons student-centred.
- Liaises with colleagues with regard to problems solving

## **PROFESSIONAL DEVELOPMENT**

### **Training Sessions**

<b>Start and End Dates</b>	<b>Title/Topic</b>	<b>Location</b>
October,2020	Workshop on UEW Learning Management Systems(LMS)	Royal Wadoma Hotel (Abuakwa)
October, 2020	Course Workshop	KNUST
August,2020	Training- Colleges Sexual Harassment Grievance Committee	Via Online with NCTE, with support from T-TEL
April, 2020	Online Design, Teaching and Learning Course	Via Online with Amsterdam University of Applied

		Sciences (Digital School Society)
December, 2018	Gender and Inclusion Responsive Pedagogy and Assessment for Colleges of Education Tutors	JOSCO
December, 2018	Gender and Inclusion Responsive Management Practices in Colleges of Education	JOSCO
2016 - Ongoing	T/Tel Professional Development Session	JOSCO
October, 2017	In-service Training on Teaching Practice	JOSCO
June 2017	Article Writing	JOSCO
May 2017	In-service Training on Teaching Practice	JOSCO
March 2017	Guidance and Counselling	JOSCO

#### **PROFESSIONAL QUALIFICATIONS(S)**

<b>Start and End Dates</b>	<b>Awarding Institution</b>	<b>Qualification/Rank</b>
May 2012-August 2013	University of Education, Winneba	Master of Education in Social Studies/Tutor
August 2006-May 2010	University of Cape Coast	Bachelor of Education in Social Studies./Tutor

## **MEMBERSHIP OF PROFESSIONAL ASSOCIATION**

<b>Date</b>	<b>Name of Association</b>	<b>Position Held</b>
October,2020- Present	College of Education Teachers Association of Ghana (CETAG).	Local Treasurer (JOSCO)
2015-Present.	College of Education Teachers Association of Ghana (CETAG).	Member
2011 – 2015	Ghana National Association of Teachers (GNAT).	Member

## **STUDENT AND/OR FACULTY DEVELOPMENT**

<b>Date</b>	<b>Number of Students Mentored/Supervised</b>	<b>Student's/Mentee's Institution</b>	<b>Subject Area Mentored/Developed</b>
Nov. 2018-August 2020	30	JOSCO	Supported Teaching in Schools
August 2017-April 2020	4	IDeL (UEW)	Project Work
Nov. 2018- May 2019	8	JOSCO	Project Work
Nov. 2017-May 2018	5	JOSCO	Project Work
Nov. 2015-May 2016	4	JOSCO	Project Work

## **INSTITUTIONAL AND COMMUNITY SERVICE**

### **a. Committee(s) and/or Boards Served**

<b>Start and End dates</b>	<b>Name of Committee(s) and/or Board(s)</b>
October, 2016 - Present	Housing and residence ,Secretary
September 2020- present	Transition Support Disbursement, Secretary
August 2020- Present	Gender and Social Inclusion Strategic Plan, Secretary
July 2020- Present	Sexual Harassment Grievance, Member
Jan. 2018- Present	Guidance & Counselling, Member

May 2018- Present	Policy Review Committee, Secretary
April 2018- Present	Gender Committee, Member
Jan. 2018- 27 May	Anniversary Sub-Committee on Publicity, Secretary
Jan. 2018- May	Anniversary Sub-Committee on Food & Drinks, Chairperson
Nov. 2017- Present	Anniversary Committee, Member
Oct. 2017-Present	Leadership & Management Committee, Member
March 2017- Present	College Improvement Plan Committee, Member
Jan. 2017- Present	Library Committee, College Secretary's Representative
March 2016 - Present	Committee for Drafting Policy on Sexual Harassment, Appointment and Upgrading of Tutors

**b. Community Service**

<b>Period</b>	<b>Name of Association/Organisation</b>	<b>Position Held</b>
Oct. 2017- Present	IDeL, University of Education Winneba	Assistant Lecturer
Oct. 2013 - Present	P.I.W.C., Kwadaso	Infant for Christ Teacher
Sept. 2010-Aug. 2011	National Service, Tweneboa Kodua SHS	Social Studies Tutor.
Sept. 2010-2011	National Service Personnel Association, Sekyere Afram Plains District	Secretary
Oct. 2010	Ghana Statistical Service	Population Census Enumerator

## GRANTS, HONOURS AND AWARDS

Year/Date	Name /Type of Award	Awarding Institution or Organisation
2019	Citation of Honour	St Monica Hall, JOSCO
March 2014	Citation of Honour	Tweneboa Kodua SHS SRC
2010	Citation of Honour	Ghana Fellowship of Evangelical Students Fellowship (GHAFES), UCC
2010	Citation of Honour	Child Evangelism Fellowship (CEF), UCC

## KEY SKILLS: (Special Abilities and Capabilities Acquired)

Have Computer knowledge with command in:

- Microsoft word and Excel
- Microsoft power point preparation and presentation
- Modular Object-Oriented Dynamic Learning Environment
- Online Course Development and administration
- The use of internet to search for information.

## RESEARCH EXPERIENCE

Conducted Research On:

- Dissertation Title: “Basic School Enrolment Rates and Gender Parity Index in Ghana: A Case Study of Ashanti Region” - **Second Degree Level.**
- Project title: “Students Participation in Decision Making in Senior High Schools in Cape Coast Municipality: A case study of Adisadel College, University Practice, St. Augustine and Sammy Otu Senior High Schools” – **First Degree Level.**

## **HOBBIES**

Reading articles in social studies

## **REFEREES**

1. Dr. Eric Daniel Ananga

Department of Social Studies Education

University of Education, Winneba

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2. Rev. Msgr. Matthew Addai

Principal

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Signature: .....**SIGNED**.....

Date: 4th/**03**/2021