

Atlas for Administration

American International School Kuwait, KW

American International School of Kuwait (AISK) is a large international school with large and diverse student body. In order to oversee and manage the school's processes, they created a goal to "demonstrate a more collaborative and transparent process for developing, implementing, communicating, and monitoring organizational and long range strategic plans."



What was the problem?

AISK had a strong decision making-process in place but lacked transparency and collaboration. The process also included several outdated resources, including hard-copy reports stored in file cabinets and old policy handbooks kept in various divisional offices. AISK realized that their process was not operationally efficient, in large part due to the way they had been documenting their strategic planning meetings and school growth measures, and that achieving operational efficiency would be instrumental to achieving their school's goal.

How did Atlas help?

AISK capitalized on the flexibility of Atlas's unit templates to **create administrative templates for meetings**. One of these administrative templates is used for what AISK calls "Action Notes." Now, all AISK teams use a **streamlined template to document what was presented at meeting**, and how action will be taken to address each agenda item.

Using Atlas, AISK personnel can **leave notes and engage in discussion with different administrative items**. By giving voice to each member of its community, the AISK administration **encourages communication** within these groups to share ideas, best practices, and get their questions answered.

Not only can administrative meetings be captured in Atlas, AISK also uses the attachment feature to upload important administrative files or handbooks. When stored in one place, **teachers easily access material from various individuals**.

What were the outcomes?

Using Atlas to integrate administrative meetings and processes brought more AISK personnel and more of the school's important information into their Atlas site. By doing so, the school's functions streamlined and school staff have a more organized structure for their individual needs. And, by giving administrative teams reason to expand Atlas usage to teaching assistants, business staff, and operational staff, it also expands the scope of Atlas and encourages new and old users to more frequently access the system in order to gain familiarity with its many benefits.

Testimony

Principals, assistant principals, heads of departments... are actively working with teams to tweak and build their units. Part of that protocol is that Atlas is open and someone is documenting the conversation and updating the units as they are going through the process. Christina Botbyl, Curriculum Coordinator