

CURRICULUM VITAE

Contact details:

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1. **Family Name:** POTERA
2. **First Name:** ISMET
3. **Date of Birth:** 26.11.1959
4. **Passport holder:** K00074100
5. **Residence:** Pristine, A-2/2, No. 15, Ulpiana



Education:

Institution (Date from Date to)	Degree(s) or Diploma(s) Obtained:
Faculty of Education, Pristina University, 2016....	PhD candidate, in study program "Teaching and learning"
University of Pristine –Faculty of Philosophy 2008-2010	Master, two years-Management in Education (M.sc.)
University of Pristine- Faculty of Philosophy 1979-1983	Professor of Pedagogy

Additional Education/trainings:

[From-to]	Institution	Qualification
18,19,25,26.02.2021	IKAP, Prishtinë	Çertifikatë, Hulumtimi shkencore dhe analiza e të dhënave me SPSS
1-2 June 2020, Pristine	GIZ, UP, QHPSM	Certificate, presented International Conference on Children's Health, Wellbeing, Education and Rights, (Active)
07.3.2019	TLP.FED	Certifikatë, prezantim I punimit: Faktorët motivues për zhp
4-6.9.2018	Yunus Emre Institute	Certificate, prezantim: Qëndrimi I mësim-dhënësve ndaj KK.
2017	TLP in FED,	Certificate
03-06.2015	International School for Social and Business Studies	Certificate: External evaluation and self-evaluation practices in Slovenian schools
2012	USAID/GIZ	Certificate: trainer MLF
22-23.02.2006	IKAP/KIPA	Certificate Compiling and communicating of administrative paperwork
26.11, 19.12.2003 & 2.2004	UNDP/UNEP	Certificate Capacity Development Program in Environmental Management
14 may 2004	EPTISA	Training Course in Effective Teamwork

19-22 Mars 2003	WHO, MEST, MoH	Certificate, Concepts of planning and development of Schools Program health promotion
25.01-08.02.2005	IKAP	Certificate Ms Outlook, Ms PowerPoint, Internet
14-18 October 2002	SSAI (Italy), Rome	Training for public administration officials, in Scuola Superiore dell'Amministrazione dell'Interno, Rome/Italy
+2007-2010	Italy-Pristine	Training in methodological research
April-June 2000	Pristine	Changing of the relationship between Teachers and Students - UESCToK along with International Education. International teachers

7. **Language Skills:** Indicate competence on a scale of 1 to 5 (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
Albanian	1	1	1
English	1	3	3
French	1	4	4
Serbian/Croatian	1	2	2

8. **Membership of professional bodies:**

Main Coordinator for Curriculum development ISCED 2

Member of inter-ministries comity for project Promoting Healthy School

Member of sustainable development comity (REC)

9. **Other skills: (e.g. Computer Literacy, etc)**

Experience in Microsoft Office e.g. PowerPoint, Word, Excel, Outlook, Internet, Microsoft Publisher, Windows. SPSS

10. **Present Position:**

Researcher in Kosovo Pedagogical Institute

Researcher for innovation and comparative studies in Kosovo Pedagogical Institute (KPI)

11. **Years within the firm: (12 years)**

12. **Key Qualifications: (Relevant to the project)**

- TLP.FED (2019). Certificate: Participation and presentation
- Certificate (2018), Participation and presentation ISS2018, Yunus Emre Enstitut.
- Certificate (2018) Trainer School performance evaluation, MEST/IPK
- Certifikatë (2017). Trajnim për Trainer “Sigurim të cilësisë”, Binjakëzimi & MASHT
- Certificate (2012) Master Trainer on leadership (MLF) school management (MEST, EU, GIZ, BEP/USAID) (training for SD and SB are continuing).

- Developing strategies in implementing the Aarhus Convent, Environmental fellowship Program etc.
- Participated in workgroups in compiling of the following: Strategy of Kosovo in environmental protection, plan of action in executing that strategy.
- Compiling of the strategy for “Schools promoting health” program (UNICEF, WHO).
- Member of team on writing the Administrative regulation for KPI
- Member of team for writing the status of KPI
- Team working -Member of the Country Team Research in project: ‘*School dropout rates among students at vocational schools in Kosovo*’ realized by Kosovo Pedagogical Institute in cooperation with European Trainings Foundation (ETF)
- **Trainer of trainers** -*Training of teachers all over Kosovo “Implementation of Green Pack” Preparation of training materials and workshops, organized from REC (in Albanian and Serbian/Bosnian language).*

13. **Specific experience in the region:**

Country	Date from – Date to	Country	Date from – Date to
Celje-Slovenia, Study visits, financed by WHO about project “Protect from heavy metals pollutions”.	October 2002	Legnice-Poland, study visits financed by WHO about project “Protect from heavy metals pollution”.	Mars 2003
Oher-Macedonia, regional conventions regarding Aarhus Convent(in the quality of Focal Point)	July 2006	Budva- regional conventions regarding Aarhus Convent(in the quality of Focal Point)	June 2007
Brcko- regional conventions regarding Aarhus Convent (in the quality of Focal Point)	October 2006	Italy- Training-‘Theory and good practices’ and „Innovation, experimentation, educational research – principles, methods and techniques’	July 2007
Desenzano-Italy – Conference organized from Association for European Teacher Training.	6-9 November 2009	Italy- Rise of quality in education’ Acknowledgements	November 2009
Zagreb-Croatia Regional Conference “Based Evidence Policy Making” in education	September 2011	Italy, Bolsena etc. Study visits “Cultural Heritage” about preparing study Module for student	August 2011
Fribourg, study visit about teaching second language in primary school.	October 2013	Udevalla, Sweden, study visit, implementation of teacher training	November 2014
Edinburg	November 2016	CIDREE Conference	2016
Dublin	November 2017	CIDREE Conference	2017
Ljubljana	September 2017	Doctoral conference	
Prishtinë,	5-8 Shtator 2018	3 rd International Science Symposium, “New horizons in science” Presentation article number 1C3IJ	Septembre 2018

Date from – Date to	Location	Company& reference person ¹ (name & contact details)	Position	Description
2014-2016	Pristine	Kosovo Pedagogical Institute	Director in charge	Managing of institute
2007...	Pristine	Kosovo Pedagogical Institute	<i>Chief of Research Sector</i> -Researcher for innovation and comparative studies	<i>Organize and manage the research sector</i> 1. Makes analyzes, evaluations and research on innovation in education 2. Organize the research team and prepares the methodological basis for the implementation of the research project 3. To actively participate in all analyzes and data processing of research 4. Provides policy proposals for advancing education based on research results; 5. Design analysis and prepare professional work in the education field; 6. Provide professional consulting, support for schools in pre university education, coach school staff. 7. Assist in projects and professional work in preparation of publications in the Institute 8. Organizes professional training in the relevant field of application of innovation. 9. Development of appropriate instruments for research 10. Makes the researches related to the work plans of Kosovo Pedagogical Institute 11. Performs other duties as required of subordinates
2020/2021	Prishtinë	Fakulteti I Edukimit	<i>Ligjërues i angazhuar</i>	<i>Plani zhvillimor i shkollës, lëndë obligative</i>
2017-2018	Prishtinë	Fakulteti I Edukimit	<i>Ligjërues I angazhuar</i>	<i>Lëndët: Zhvillimi I organizatës, Komunikimi në arsim, Plani zhvillimor I shkollës</i>
2000-2007	Pristine	MESP	Chief of environmental education sector	Staff management of sector. Composition of programs and education material in environmental education field, and writing regularly report for department. Teacher training in environmental education and awareness. Same training, In cooperation to KEDP, implementation training teachers on Serbian school in Gracanica Region.
26.08.1994 –	Podujevë	Educational institute	Director in charge of PI	Management of Institution, planning and management of staff with 12 advisors and administrative staff. Drafting of reports and analyzes for visits and supervision of schools, processing of

¹ The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

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2014- 2016	Pristine	Kosovo Pedagog- ical Institute	Director in charge	Managing of institute
02.03.199 5				data for schools in the municipal level. Organizing meetings with school directors and review organizational and management problems at municipal schools. Offer professional support for Planning and general organization of the school
1985- 2000	Podujevë	Educational insti- tute	Education adviser	Education adviser for 1-4.level Preparation off monitoring materials, reports, analyses, and training for teachers. Data collecting and analyzing in municipal level (pupils, School, planning, success of students, verification of data etc.
1983- 1985	Llapashticë- Municipality of Podujeva	Primary School	Teacher	Development of educational process based in educational curricula approved by the Ministry of Education, Science and Technology; -Plan, prepare and submit an annual work plan for school -Evidencing diary contents classroom teaching and students' eventual shortages, and before preparing written lesson content and teaching tools, for the class; -Assess the systematic, objective and public knowledge of students - Organize; manage the class in order to have a good environment and discipline. -Monitor implementation of the rules of conduct and discipline in school

14. Other relevant information - Publications

1. Ismet Potera & S. Mehmeti (2020). Perceptimet e mësimdhënësve ndaj vlerësimit pas vlerësimit të performancës, *Kërkime Pedagogjike*, IPK
2. Ismet Potera et al. (2020). Mësimi në distancë në kohë pandemie, studim i veçantë, IPK.
3. **Ismet Potera** & Fatmir Mehmeti, (2019). Relation between teachers' job satisfaction and their motivation for professional development, *Turkish Studies- Educational Sciences*, Vol 14 issue 4, ISSN 2667-5609, pp. 2647-2658
4. Ismet Potera, Luljeta Shala, Lirije Beqiri (2019). Addressing the Voice of Students in Official Documents and the Challenges of Implementation in School Practice in Kosovo, *CIDREE Yearbook* (pp 1...), Lublana, Slovenia
5. Ismet Potera & Luljeta Shala (2018). Qëndrimi i mësimdhënësve ndaj kurrikulës së re, *Kërkime pedagogjike*, Vol.1, pp. 71-103.
6. Ismet Potera & Luljeta Shala, (2019). Teachers' attitudes towards new curriculum, është prezantuar në Konferencën e organizuar nga Instituti Yunus Emre, 2018, botuar NSWAE, *Education Science*, ISSN:1308 72 74 (NWSAES), ID: 2019.14.1.1C0689.
7. Ismet Potera (2018). Roli i mësimdhënësit në motivimin e nxënësve për nxënie të suksesshme, *Kërkime pedagogjike*, Vol.2, pp.47-64.
8. Ismet Potera et al (2018). *Përvojat e para në vlerësimin e performancës së shkollës në Kosovë*, IPK, (botim veçantë I raportit të hulumtimit).
9. Ismet Potera, et al (2017). *Addressing students' wellbeing in the new kosovo curriculum: Challenges and opportunities*, in *CIDREE Yearbook*
10. Ismet Potera, (2017). *Rëndësia e dimensioneve metodologjike në mësimdhënie dhe të nxënë bazuar në kërkesat e kurrikulës së re*, *Kërkime pedagogjike*, Vëllimi 1, fq.42-67.
11. Ismet Potera, (2017). *Menaxhimi i klasës dhe ndikimi në klimën pozitive në klasë*, *Kërkime pedagogjike*, Vëllimi 2, fq.170-186.
12. Ismet Potera, (2016). *Terminologjia shkencore në tekstet e biologjisë faktor i ngarkesë së nxënësve në mësim*, *Kërkime Pedagogjike*, IPK
13. Ismet Potera & Haxhere Zylfiu, (2015). *Arsimi dhe aftësimi I të rriturve në Kosovë (2010-2015)*, studim
14. Ismet Potera & Arbresha Mehaj, GIZ: (2014). *Energy efficiency and garbage management*, for teacher and student grade 6-9.
15. Ismet Potera & Nora Heil, GIZ: (2012). Using of data in educational on decision-making, training program/Module.
16. Ismet Potera, (2013). Roli i drejtorit të shkollës në menaxhimin e të dhënave dhe marrja e vendimeve bazuar në të dhëna, në: “Zhvillimi I Udhëheqjes arsimore” (përmbledhje punimesh), IPK
17. Ismet Potera, Rëndësia e të dhënave statistike për vendimmarrje në arsim, *Kërkime pedagogjike* 2012, IPK, Prishtinë,
18. Ismet Potera et al (2011) “*School dropout rates among students at vocational schools in Kosovo*” Published Research report
19. Ismet Potera (2010) *Alternative text book “Man and Nature 3”*, 2010, analytical study, Research published in “*Pedagogical Research* 1

20. Author for the adapted teachers' book for citizenship education for Kosovo "Democratic governance" from Council of Europe, 200.
21. Ismet Potera (2011). *Content of school text books in the context of achievement of teaching goal and objectives*, Analyze study published on "Pedagogical Research 2"
22. Ismet Potera et al (2012), (Research) Verbal violence in against students in school, Pedagogical Institute of Kosovo, (alb).
23. Ismet Potera, (2011). Ngarkesa fizike e nxënësve në raport me peshën dhe moshën kalendrike të tyre, Konferenca "Java e Shkencës", Kumtesat, fq. 163-169.
24. Ismet Potera, (2009), La educacion en Kosovo (1999-2008), Serie conflictos olvidados, Kosovo, Institut De Drets Humans de Catalunya, (2009) ISSN 2013 4223, www.idhc.org, pg.62-83, in Spanish.
25. Ismet Potera, (2009), Shkolla dhe komuniteti faktorë të edukimit mjedisor, në: A.Deva-Zuna, Partneriteti shkollë familje komunitet, Libri Shkollor, ISBN 978-9951-07-722-4
26. Ismet Potera, (2009), Klima shkollore që e vështirëson pozitën bashkëpunuese të nxënësit, Në Afërdita, Z.D, Partneriteti shkollë familje komunitet, Libri Shkollor, ISBN 978-9951-07-722-4
27. Ismet Potera, (2009), *Environmental glossary, financing by Ministry of environment and spatial planning, Pristina.*
28. Ismet Potera, (2006, 2008, 2011, 2012,2013,2014, 2016, 2017) "Protection of the living environment", low secondary school textbook, classes 7-8.
29. Ismet Potera,(2002). *Environmental words and expressions dictionary*" eng-alb, Dictionary
30. Ismet Potera-J. Bytyqi, (2001) "Education and awareness of students towards **environment protection**"- Book
31. Dr A.Vokri-Ismet Potera, (1998). *Schooling and education in Llap region (1944-1998)* Research Books
32. Ismet Potera, (2002).Take care of environment today to have healthy life tomorrow, Book
33. Ismet Potera, at al, (2004). Protecting children from lead poisoning, Parents handbook

Punimet e botuara në Mësuesi i Kosovës, MASHT

1. Ismet Potera (2012). Sherbimi profesional i shkollës-domosdoshmëri e kohës, Mësuesi nr.2. janar
2. Ismet Potera (2012). Kompetenca komunikues efektiv ne fund të klasës së parë, Mësuesi nr.9, tetor
3. Ismet Potera (2013). Zhvillimi i kompetencës mendimtar kritik, Mësuesi nr.13, shkurt
4. Ismet Potera (2013). Formulimi i objektivave mësimor specifik, Mësuesi nr.18, shtator
5. Ismet Potera (2013). Rëndësia e formulimit të objektivave mësimore, vazhdim, Mësuesi nr.19, tetor
6. Ismet Potera (2013). Aspektet metodologjike dhe praktikat e planifikimit dhe zbatimit të KK të ri, Mësuesi nr. 20, nëntor.
7. Ismet Potera (2014). Arsimi për zhvillim të qëndrueshëm dhe kurrikulë shkollore, Mësuesi nr. 24, mars .

Magazine "The world of preschools" Bota e parashkollarit, (environmental education for preschools) Pristine.

- Ismet Potera (2005). Roli I kopshtit për edukimin mjedisor të fëmijëve, Nr.1,
- Ismet Potera (2006). Shfrytëzimi I letërsisë për edukimin mjedisor, Nr.2.,
- Ismet Potera (2006). Plan edukimi, skenar edukimi, Nr.3.
- Ismet Potera (2007). Të kuptuarit e raporteve në mjedis nëpërmjet lojës, Nr. 4.,

Publicist and professional articles:

- Magazine for education issues “*Shkëndija*”. Over 34 professional articles (didactic, methodic etc),
- Magazine, “*Rreth e Rrotull*”, “*Mesuesi*” Tirana, and *Mësuesi i Kosovës*, Prishtina, 2011/012/013/014
- Magazine “*Nature*”, MESP, Prishtina
- Articles in daily newspapers: “*Zëri*”, “*Koha Ditore*”, “*Kosova Sot*”, “*Rilindja*”, “*Bujku*”.
- *Reviewer: 20 school book reviews and school handbooks.*

Revista Mjedisi, MMPH,

Ismet Potera (2009), Konventa e Aarhusit dhe rëndësia e saj, Revista Mjedisi, Shkurt-Mars, fq. 16.

Ismet Potera, (2010), Maclure pomifera në Prishtinë, Revista Mjedisi, Nr.8, fq.18.

TV Broadcast programs’.

- 35 episodes in RTK, “*Citizenship education*”, as author of the program.
- 12 episodes “*We and environment*”, screenwriter and professional accompli.

