

PINON UNIFIED SCHOOL DISTRICT NO. 4

JOB DESCRIPTION

Position Title: CTE – Home Economics/Life Skills

Terms of Employment: 10 months
Salary: As Per District Salary Schedule
FLSA Status: Exempt
Benefits: Standard Package

QUALIFICATIONS:

1. Certified according to Arizona State Department of Education requirements.
2. BA or BS in Home Economics/Life Skills.
3. Bilingual or ESL Endorsement required.
4. Must have proven successful employment record.

JOB GOAL: To develop in each pupil an awareness of the importance of a good home environment as a basis for satisfactory home and family living; to motivate each pupil to acquire competencies, knowledge and skills relating to child development, clothing and textiles, consumer education, family relations, food, nutrition, home nursing, safety, home decoration and household equipment and to discover and develop special talents of pupils in home economics field.

DUTIES AND RESPONSIBILITIES:

1. Teaches concepts and skills in foods and nutrition, clothing and textiles, home management, family relationships and consumer education to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate leaning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Organizes class activities so that preparation, instruction or laboratory work, and clean-up activities can be accomplished within the allotted class time.
4. Demonstrates skill techniques in home economics and prepares appropriate instructional aids and display materials of enhance learning.
5. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
6. Instructs pupils in use, care and safe operation of household equipment and appliances and makes minor adjustments and requests repairs to equipment as required.
7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom.
8. Evaluates each pupil's progress in mastery of concepts and skills of subject taught and contributions made to a group project or goal.
9. Selects and requisitions books, instructional aids and equipment; maintains required inventory records and purchases groceries and other supplies as authorized.
10. Encourages pupils to demonstrate learned techniques at home with their families.
11. Communicates with parents and school counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in helping pupils solve health, attitude and learning problems.
13. Supervises pupils in out-of-classroom activities during the assigned working day.
14. Participates in curriculum and other development programs.
15. Participates in faculty committees and the sponsorship of student activities.
16. Maintains current vocational information for pupils interested in professional careers and resource materials for those who plan to be homemakers.
17. Maintains professional competence through in-service education activities provided by the district, and in self-selected professional growth activities.
18. Performs other duties as assigned.

REPORTS TO: Principal

EVALUATION: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____
CTE – Home Economics/Life Skills

Date: _____
Board Approved 8/3/15