

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/82 Effective Date	<u>TEACHER, HOME ECONOMICS, SECONDARY</u> Job Title	1.4.8.1A Index
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1. Primary Function: Instructs classes in Home Economics to enable students to develop lifelong living skills and to function in the dual role of homemaker and wage earner.
2. Responsible to: Building Principal or Designee.
3. Assigned Responsibilities:
 - 3.01 Teaches concepts and skills in foods and nutrition, textiles and clothing, home management, human development and relationships, and living environments, utilizing District curriculum materials and guidelines.
 - 3.02 Organizes class activities so that preparation, instruction, or laboratory work and clean-up activities can be accomplished within the allotted class time.
 - 3.03 Demonstrates skill techniques in home economics and prepares instructional aids and display materials to enhance learning.
 - 3.04 Provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
 - 3.05 Instructs pupils in the use, care, and safe operation of household equipment and appliances. Makes minor adjustments and requests repairs to equipment as necessary.
 - 3.06 Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.07 Selects and makes suggestions to the area leader for requisitions for books, instructional aids and equipment; maintains required inventory records; purchases groceries and other supplies as authorized.
 - 3.08 Identifies, diagnoses, and prescribes remediation for problems in understanding and applying concepts and skills.
 - 3.09 Matches activities and materials to individual and group skills and needs.
 - 3.10 Designs or selects and uses planned sequences of instruction for the development of home economics skills.
 - 3.11 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives.
 - 3.12 Provides instruction based on designated instructional guides and/or District adopted instructional materials.
 - 3.13 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.14 Conducts interesting and well-paced classes using a variety of instructional techniques.
 - 3.15 Gives clear directions and makes sure students understand what to do before undertaking assignments.
 - 3.16 Assesses, keeps track of, and provides feedback promptly and often to students on progress and assignments.
 - 3.17 Uses a grading system that is consistent, fair, and supportable.
 - 3.18 Supervises students in out-of-classroom activities as assigned.
 - 3.19 Participates cooperatively on school, area, and District-wide activities.

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3.20 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

3.21 Assists in the supervision of home economics-related student organizations within the school.

4. Minimum Qualifications:

4.01 Oregon Teaching Certificate valid for assignment.

4.02 Ability to demonstrate food preparation and clothing construction.

4.03 Ability to plan and implement a preschool laboratory in the context of human development classes.

4.04 Have taken at least three college credit hours in a consumer education class.

Additional Qualifications:

4.05

4.06

4.07

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____