

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Consumer Homemaking Secondary	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential authorizing instruction in consumer homemaking at the secondary level

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES:

Subject and Management Areas

1. Plan for instruction use of a city-approved curriculum guide and State Department Consumer and Homemaking Bureau Standards adapting methods that will best fit the needs of the students
2. Teaching results
 - a. Should be measured by pupils' performance using a set of goals and objectives set up by the individual teacher
 - b. Should be able to plan meaningful evaluations
3. Instruction techniques-execution (or) utilizing instructional activities
 - a. Should be open to new techniques and willing to use them
 - b. Should research and constantly update materials used in the classroom
4. Responsible for cleanliness and management of laboratory equipment and budgeting of funds allocated to the department and/or subject area

Relationships

1. Teacher-pupil interpersonal relations
Should stimulate the student
2. Teacher-staff relationships
Should be able to work with the entire staff as individual members or as a group and assume the appropriate share of responsibility
3. Teacher-parent relationships
Should be able to communicate with parents for the betterment of the student
4. Teacher-community relationships
Should maintain a responsible attitude toward the community

Certificated Job Description

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Professional Attitude, Responsibility and Participation

1. Should participate in professional growth activities and be willing to learn
2. Should be flexible and adaptable to change
3. See minimum qualifications on Code of Ethics

Departmental Chairperson of Consumer Homemaking

1. Be the intermediary of all information from the central office, the Principal's office, or approved outside agencies concerning department activities
2. Supervise and plan with other department members
3. Plan Budget for department and supervise expenditures
4. Assist in the development of schedule of classes for the next year
5. Coordinate departmental long and short range goals, evaluation of learning for the city and the State Bureau of Homemaking Education
6. Plan and supervise building needs and maintenance requirements
7. Assist new teachers and substitutes within the department
8. Supervise inventory and plan for replacements
9. Plan for and supervise library (resource materials) needs for department
10. Assist in evaluation of department members
11. Encourage research regarding curriculum development and educational materials
12. Call and conduct department meetings
13. Represent the department
 - a. Provide the stimulating leadership which will make for a strong departmental unity
 - b. On departmental policy
14. Relationships
 - a. Provide the stimulating leadership which will make for a strong departmental unity
 - b. Show empathy in recognizing needs and contributions of co-workers
 - c. Provide guidance rather than authoritative administration

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

Persons responsible to Teacher, Consumer Homemaking, and Secondary Classroom: Those designated by Principal