**Personal Financial Literacy Course**

**Job Description**

Information Technology Solutions

Learning With Ms. Lowery101

TBOE- Daylight Twilight High School

slowery@trenton.k12.nj.us

**Classroom Job Descriptions & Responsibilities:**

All students in the state of New Jersey must complete The Personal Financial Literacy Course which is a 2.5 credit course required to receive a High School diploma. The course units will focus on Money Management, Borrowing, Earning, Investing, Services and Insurance concepts to develop the learner decision-making skills for success in a global workforce and society. The curriculum is aligned with the 2009 New Jersey Core Curriculum Standard, 21st Century Life & Career Skill, National Common Core Standard for English Language Arts & Literacy in History/ Social Studies, and National Endowment for Financial Education.

**RESPONSIBILITIES:**

List all duties the student is expected to perform.

* **Be** **Courteous**- Start the class with a “Greeting”. Remain Courteous to one another regardless of personal difficulties or disagreements.
* **Communication**- Use an indoor voice. Be polite & respectful. Complaints or Personal issues should be handled with the proper Supervisor (eg. Nurse/ Guidance office, Main office/etc.) during appropriate scheduled time.
* **Active Listing**- Block external distracting thoughts, with non-verbal cues. Allow colleagues/peers to finish their statement without interjection or interruption.
* **Appropriate Conduct**- Leave Personal lives at home. No Personal Phone Calls/No Cell Use; visits, or computer use. Dress Professionally (school uniform requires/No Hats), No Inappropriate jokes (sexually/racial/handicaps)
* **Accountability** – Be Punctual & Prepare for work (notebook/pencil). Handle delegated responsibility (Complete assignments). Use Honesty & Integrity of owning up to his/her mistakes.

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**I have reviewed, understand and agree that I have the qualification to be successful in the Personal Financial Literacy Course.**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Print Name Signature Date**

**Other Duties:**

* Homework, Student Activates, Part-time Job, Family Obligation/ Helping at Home, Getting Tutoring, Volunteering and etc.

**COMPENSATION:**

Provide wage or wage range.

**REQUIRED QUALIFICATIONS:**

Skills/Qualities you required of all applicants.

www.Mslowery101.ocm

**Compensation**

**A - F** Grade/ Based Your Effort & Dedication to Accomplishing your Educational Goals.

**Desired Skills**

* Build Teamwork skill s AND able to work independently
* Integration of your previous & current knowledge such as Math, Language Arts, and Social Studies content skills.
* Show Initiative and self-motivation, creativity and flexibility.
* Practice Presentation skills, - Computer, oral and written.
* Able to work Monday -Friday, between 7:30- 2:00.
* September 8, 2014- June 24, 2015 ▌10 hrs/ week

**OTHER DUTIES:**

Include “Other duties as assigned” to cover unforeseen responsibilities.

**HOURS PER WEEK:**

Provide range of work hours per week.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Information** | | | | |
|  |  |  | |  |
| First Name | Middle Initial | Last Name | | Suffix |
| Birthday |  |  | |  |
| Month | Day | | Year |
| Grade Level | ☐Freshman ☐Sophomore ☐Junior ☐Senior ☐Don’t Know | | | |
| #of Credit You have |  | Email Address |  | |

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**Personal Financial Literacy**

**STUDENTAPPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Community Service** | | | |
| Volunteer Service | ☐NA | / | ☐Yes ☐ No |
| Organization | Month/ Year | Currently Involved |

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Contact** | | | |
|  | |  | @ |
| First Name | | Last Name | Email Address |
| Contact Numbers | Cell | ( ) - |  |
| Other | ( ) - |  |
| Relationship | ☐Mother ☐Father ☐Guardian ☐Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | | | |
| Please enter information about your current or previous High School classes… | | | |
| Previous Math Class | ☐NA | / | ☐Yes ☐ No |
| Course Title | Month/ Year | Passed/Credit |
| Previous English Class | ☐NA | / | ☐Yes ☐ No |
| Course Title | Month/Year | Passed/Credit |
| Previous Social Studies Class | ☐NA | / | ☐Yes ☐ No |
| Course Title | Month/Year | Year |
| Previous Business Class | ☐NA | / | ☐Yes ☐ No |
| Course Title | Month/Year | Year |

PERSON INFORMATION

Recorded information about an identifiable individual that may include his or her name, address, email address, phone number, race, nationality, ethnicity, origin, color, religious or political beliefs, age and other specific information about that person.

EMERGACY CONTACT

If there is never an accident or mishap the current and correct information of someone else who will act in your best interest should be on file.

EMAIL ADDRESS

Is electronic mail that has become common form of communication for personal, professional, and business sectors. The **standard** **format** is **user** name@domain name. Free accounts can be created at website such as:

* www.yahoo.com
* www.goole.com
* www.hotmail.com

**60 Day Calendar**

**Cycle II**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| December 2013 | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 9 | 10  2nd Cycle  Starts | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| *Winter Recess – School Closed Dec.23rd – Jan. 3rd* | | | | |
| 30 | 31 |  |  |  |
| *Winter Recess* | |

**CLASS RESOURCES**

The curriculum is aligned with the 2009 New Jersey Core Curriculum Standard, 21st Century Life & Career Skill, National Common Core Standard for English Language Arts & Literacy in History/ Social Studies, and National Endowment for Financial Education. The Class resources such as books, websites and materials are listed below:

Personal Financial Literacy

* Classroom book

NEFE High School Financial Planning Program

* Class workbooks
* www.HSFPP.org

American Dream 101

* Internet Game
* Homework

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January 2014 | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  | 1 | 2 | 3 |
| *Winter Recess – School Closed Dec.23rd – Jan. 3rd* | | |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20  *MLK Day* | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| February 2014 | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 3 | 4 | 5 | 6  *Transition Day* | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17  *President’s Day* | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| March 2014 | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17  *Staff Day* | 18 | 19 | 20 | 21  End 2nd Cycle |

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