

Personal Financial Literacy Course Job Description

TBOE- Daylight Twilight High School

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Learning With Ms. Lowery101

RESPONSIBILITIES:

List all duties the student is expected to perform.

OTHER DUTIES:

Include "Other duties as assigned" to cover unforeseen responsibilities.

REQUIRED

QUALIFICATIONS:

Skills/Qualities you required of all applicants.

HOURS PER WEEK:

Provide range of work hours per week.

COMPENSATION:

Provide wage or wage range.

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.

- **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.

Other Duties:

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

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

Compensation

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

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

Personal Financial Literacy STUDENT APPLICATION

Personal Information			
First Name	Middle Initial	Last Name	Suffix
Birthday	Month	Day	Year
	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Don't Know		
#of Credit You have	Email Address		

Emergency Contact			
First Name	Last Name		@ Email Address
Contact Numbers	Cell	() -	
	Other	() -	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____		

Experience			
Please enter information about your current or previous High School classes...			
Previous Math Class	<input type="checkbox"/> NA	/	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title	Month/ Year	Passed/Credit
Previous English Class	<input type="checkbox"/> NA	/	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title	Month/Year	Passed/Credit
Previous Social Studies Class	<input type="checkbox"/> NA	/	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title	Month/Year	Year
Previous Business Class	<input type="checkbox"/> NA	/	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Course Title	Month/Year	Year

Community Service			
Volunteer Service	<input type="checkbox"/> NA	/	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Organization	Month/ Year	Currently Involved

60 Day Calendar Cycle II

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

December 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
9	10 2 nd Cycle Starts	11	12	13
16	17	18	19	20
23	24	25	26	27
<i>Winter Recess – School Closed Dec. 23rd – Jan. 3rd</i>				
30	31			
January 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
<i>Winter Recess – School Closed Dec. 23rd – Jan. 3rd</i>				
6	7	8	9	10
13	14	15	16	17
20 <i>MLK Day</i>	21	22	23	24
27	28	29	30	31
February 2014				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6 <i>Transition Day</i>	7
10	11	12	13	14
17 <i>President's Day</i>	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 <i>Staff Day</i>	18	19	20	21 End 2 nd Cycle