



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
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www.msdl36.org

Title: Health Occupation Science Teacher

Supervisor: Jr/Sr High School Principal

Job Summary:

Direct and manage the overall program of Health Occupation Science for the Jr/Sr High School. Provide students with an opportunity to participate in extracurricular HOSA activities and ensure compliance with all state and district requirements. Plan activities to achieve district, region, and state recognition.

Essential Duties and Responsibilities:

Must report to work on site and on time.

Program Planning

1. Direct the school HOSA program.
2. Establish participation requirements, enforce academic requirements, and verify each student's eligibility to participate in HOSA activities.
3. Provide for opportunities for students to participate in HOSA and other Health Occupation Science Education related events.
4. Arrange transportation, lodging, and meals for out-of-town events as needed.
5. Comply with federal and state laws, State Board of Education rules, and board policy in the Health Occupation Education area.
6. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
7. Recommend policies to improve program.
8. Attendance at HOSA events.

Budget and Inventory

9. Ensure that programs are cost-effective, and funds are managed wisely.
10. Compile budgets and cost estimates based on documented program needs.
11. Coordinate fundraising activities and manage funds.
12. Maintain current inventory of all fixed assets within department.
13. Oversee process of cleaning, repairing, and storing of equipment.
14. Maintain order of classroom and Athletic Training room.

Instruction

15. Develop and implement plans for Health Occupations Education and show written evidence of preparation as required.
16. Prepare lessons that reflect accommodations for individual student differences.
17. Present subject matter according to guidelines established by the state, board policies, and administrative regulations.
18. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
19. Conduct ongoing assessments of student achievement through formal and informal testing.
20. Create environment conducive to learning and appropriate for the physical, social, and emotional development of students.
21. Provide students with educational and equitable experiences leading to career preparation, continued education, and employment.
22. Enhance youth leadership as an integral part of instruction.
23. Inform students about Health Occupations and Health Occupations literacy.

Student Management

24. Apply and enforce student discipline in accordance with the Student Handbook.
25. Accompany and supervise students on all department trips.
26. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

27. Establish and maintain open communication by conducting conferences with parents, students, administrators, and teachers.
28. Maintain professional relationship with colleagues, students, parents, and community members.
29. Maintain confidentiality.
30. Other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Idaho teaching certificate.

Special Knowledge/Skills:

Knowledge of overall Health Occupations Education program
Ability to manage budget and personnel.
Knowledge of state and district policies governing HOSA.

Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills.

Experience:

Three years teaching and directing HOSA preferred.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____