

Job Description

LESSON GOAL

Understand the need for a job description and the importance of understanding the work expectations.

ESSENTIAL QUESTION

How does a job description affect the way I perform the tasks for which I am responsible?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Submit work to My Portfolio.

MY WORKSPACE

- Prepare your assignments in My Workspace.

LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

with your teacher or other students if desired

- Blogger
- Chat Room
- Drop box
- Mailtool

2-3 class periods

LESSON OVERVIEW

A job description is a “snapshot” of a job or set of tasks. A job description clearly explains what responsibilities and expectations a job entails. It also indicates any requirements (specific experiences, training or skills) and the attributes that define excellent job performance. In this lesson you’ll learn more about how job descriptions can be important to you.

STUDENT EXPECTATIONS

1. Participate in a role-play about work and job descriptions.
2. Research job description.
3. Write a job description for a job or role at home, school or in the community.
4. Write a reflection about job expectations and about writing a job description.

There are three assignments in this lesson that ask you to describe, write, and reflect on job descriptions.

Here are the ways you can succeed in this lesson

1. Take initiative in discussion to offer thoughtful comments.
2. Take appropriate initiative in discussion to relay examples of how job descriptions are effective.
3. Take appropriate initiative in discussion to demonstrate understanding of the importance of job expectations.
4. Take initiative to complete the research of three different job descriptions and complete a thoughtful reflection.
5. Follow the template and complete a thorough job description.
6. Write a thoughtful reflection that demonstrates thorough understanding of the importance of a job description.

Job Description



ASSIGNMENT 1

In class you should have participated in discussions that demonstrate your understanding of the importance of a clear job description. Think of three different jobs about which you would like to learn more.

Research three different job descriptions by searching the U.S. Department of Labor's Occupational Handbook: (<http://www.bls.gov/search/ooh.asp?ct=OOH>).

Reflect upon what you learned about the jobs through the job descriptions. Were there more expectations than you thought there would be? Are the prerequisites elements you are able to pursue and achieve? Do you have any new thoughts about your interest in the job? Why or why not? Does the job description help you to understand the role better?

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.



ASSIGNMENT 2

Everyone has a role of responsibility whether it is a formal position at a work site, in an internship, on a sports team, in the community or a role around the house such as babysitting siblings, mowing the yard or cleaning the house. Many times these are positions of leadership and responsibility in which a clear description of expectations has not been designed.

Using the *Job Description Template*, create a first draft of a job description for one of the roles in which you work and serve.

Using the first draft of your job description, complete a final draft for class and for submission to the person for whom you work and report.

Use the *Sakai* Assignments Tool to submit your job description for evaluation.

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ASSIGNMENT 3

In class you have participated in discussions about the importance of job descriptions and understanding expectations and responsibilities. You have been involved in a role-play and have researched and reflected on three different job descriptions that interest you. You have also written a job description for one of the roles you play. Think of these experiences as you write a reflection that addresses the following questions.

1. Explain how the job description you created helps you to understand your role and the responsibilities expected of you?
2. Comment on how you think the person that supervises this role would appreciate the thoughtfulness of the job description you have created.
3. How do you think it can be used?
4. Why is the ability to write your own job description important and how can it be beneficial to you?

Use the *Sakai* Assignments Tool to submit your reflection for evaluation.

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Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	<input checked="" type="checkbox"/> ASSIGNMENT 1 Job Description Research Reflection Write a reflection on self-selected job descriptions.	Took initiative to complete the research of three different job descriptions and completed a thoughtful reflection.	Completed research and reflection of three job descriptions with assistance.	Unable to complete research of three job descriptions and minimally reflected on research.	Did not research job descriptions or complete a reflection.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 2 Written Job Description Write a job description for a role held at a job, at home or in the community.	Followed the template and completed a thorough job description.	Was able to write a job description.	Was able to complete at least part of the job description.	Was not able to work on job description.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 3 Reflection Demonstrate understanding of a job description and its effect on job performance.	Wrote a thoughtful reflection that demonstrated thorough understanding of the importance of a job description.	Completed a reflection that demonstrated understanding of what a job description is.	Made an effort to complete the reflection and demonstrated some understanding of the importance of a job description.	Made minimal effort to reflect on the importance of job descriptions.	