

# **JOYCE FRIMPONG ASAMOAH**

St. Francis Senior High/Technical Sch. Box 209, Akim Oda

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## **PROFILE**

Highly experience professional teacher (Home Economics) with in-depth knowledge and hands on expertise in teaching courses in childcare, family relations, finance, food and nutrition, and related subjects pertaining to home management; preparing students for external exams; ability to work with a team to achieve organizational targets; hands on experience in using Microsoft office suit, coupled with excellent interpersonal, oral and written communication skills.

## **CORE COMPETENCIES**

- Effective Communication Skills
- Great Organizational Skills
- Preparation of Reports
- Conflict resolution abilities
- Professional Knowledge
- Interpersonal skills
- Time management
- Effective Decision Making

## **EDUCATIONAL BACKGROUND**

**M.ED. Educational Administration**, University of Cape Coast, Cape Coast, 2019-2020

**MPhil (Home Economics)**, University of Cape Coast, Cape Coast, 2012-2017

**B.Ed (Home Economics)**, University of Education, Winneba, 2004-2008

**Certificate 'A' Teacher**, OLA Training College, Cape Coast, 1997-2000

**Senior Secondary School Certificate**, Oda Secondary School, Akim Oda, 1994-1996

**Basic Education Certificate**, Onwe L/A JSS, 1990-1992

## **MPHIL Research Topic**

Nutritional content of food served in the school feeding programme and its impact on school attendance in the Birim Central Municipality.

## **M.ED. Research Topic**

Effects of parental neglect on students academic performance: Evidence from the Birim Central Municipality, Akim Oda, Eastern Region

## **PROFESSIONAL DEVELOPMENT**

**Certificate of Participation**, Biennial conference Ghana Home Economics Association, 2017

**Assistant Examiner**, Coordination training, WAEC, Akim Oda, 2014 - to date

**Certificate of Participation**, Gender Symposium, Rescue Foundation Ghana, University of Education, Winneba, 2005

## **Rank (Ghana Education Service)**

Assistant Director I

## **LEADERSHIP POSITIONS HELD**

**Head of Department**, St. Francis Senior High/Technical School, Akim Oda, 2018 to date

**Form Mistress**, St. Francis Senior High/Technical School, Akim Oda, 2010-2018

**Dining Hall Mistress**, St. Francis Senior High/Technical School, Akim Oda, 2010- 2018

**Assistant Examiner**, West African Examination Councils, 2014 to date

**Circuit Welfare Treasurer**, Ghana National Association of Teachers, 2000-2004

**Dining Hall Prefect**, OLA Training College, Cape Coast 1999-2000

**Dining Hall Prefect**, Oda Secondary School, Akim Oda, 1996

### **WORKING EXPERIENCE**

**Food & Nutrition Tutor (Part Time)**, Komenda College of Education, Kumenda, 2021 to date

***Duties and Responsibilities include:***

- Teaching of Food & Nutrition
- Setting and marking of assignments
- Providing guidance and counselling to students
- Invigilation of students examinations
- Supervision of students' projects

**Vocational Studies Tutor**, University of Cape Coast, College of Distance Education, 2020 to date

***Duties and Responsibilities include:***

- Teaching of Vocational Studies
- Setting and marking of assignments
- Invigilation of students examinations
- Supervision of students' projects

**Home Economics Teacher**, St. Francis Senior High/Technical School, Akim Oda, 2010 to date

***Duties and Responsibilities include:***

- Preparing of students to write WASSCE
- Invigilation of students examinations (WASSCE )
- Accurately keeping students academic records
- Providing guidance and counselling to students
- Monitoring the performance of students

**Assistant Examiner (Home Economics)**, West Africa Examination Council 2014- to date

***Duties and Responsibilities include:***

- Marking of Home Economics scripts of candidates
- Accurately recording and keeping examination results
- Attending coordination meeting to receive training

**Class Teacher, Wesley Methodist Primary**, Akim Oda, 2008-2010

***Duties and Responsibilities include:***

- Responsible for teaching of all subjects and making sure about 90% or more of my students understand lessons taught.
- Registering and monitoring the attendance of students
- Interacting with students to identify their problems and provide guidance and counseling .

**Class Teacher**, Aperade L/A Rails Primary School, Akim Aperade, 2000-2004

***Duties and Responsibilities include:***

- Teach all subjects and ensure a maximum number understand the lessons taught.
- Prepare notes and mark scripts
- Invigilation of students examinations
- Maintaining order and discipline amongst students
- Assessing, recording and reporting on the development and progress of students

***References available upon request***

**BERNICE NANA MIREKU**

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**REFERENCE**

Professor (Mrs.) Sarah Darkwa

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Professor George T. Oduro

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Miss Comfort Kutum Maddah

University of Education, Winneba

Home Economics Department

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