

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **TEACHER, BUSINESS EDUCATION**  
Department: High School(s)  
Reports to: Site Principal

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#### **SUMMARY:**

To develop each pupil an understanding of our American business system and its place in the nation's economy. To develop practical business skills for personal use or for use in business occupations. To encourage pupils to develop work and personal habits essential for success in business.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- \* Teaches knowledge and skills in use of computer, bookkeeping, recordkeeping, office procedures, merchandising, business communications, etc.
- \* Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- \* Develops instructional plans and organizes class time to provide a balanced program of instruction, demonstration, work time and assessment.
- \* Controls assigned district-owned equipment and supplies to prevent loss or abuse.
- \* Establishes and maintains standards of pupil behavior.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises classroom and students.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION**

Bachelor of Arts degree, with business endorsement.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid teaching certificate with emphasis on vocational training.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear. Frequently the employee will walk while performing the duties of this job. Occasionally the employee will sit. Frequently the employee will stoop or kneel and repeat the same hand, arm or finger motion many time. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to work with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to quiet.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***