

OXNARD UNION HIGH SCHOOL DISTRICT

TEACHER - BUSINESS EDUCATION

BRIEF DESCRIPTION OF POSITION:

As part of a secondary teaching assignment, teaches one or more classes of business education to pupils in grades 9 - 12, and assists in other school programs as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Teaches knowledge and skills in one or more of the following subjects to secondary pupils; typing, shorthand, note-taking, bookkeeping, record keeping, office procedures, merchandising, business communications, data processing, or basic business. Utilized course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
3. Develops lesson plans and organizes daily classes so that demonstration, instruction, and practice can be completed within the allotted time.
4. Demonstrates skills such as shorthand and use of office machines, and techniques such as those used in merchandising. Prepares appropriate instructional aids and display materials to enhance learning.
5. Instructs pupils in use, care, and safe operation of typewriters, calculators, cash registers, duplicating machines, dictating machines, paper cutters, and other business machines. Makes minor adjustments and requests repairs to equipment as required.
6. Provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
7. Maintains surveillance over District-owned office equipment and supplies to prevent loss or abuse.
8. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom, where several kinds of activities may be taking place simultaneously.
9. Instructs pupils in importance and significance of accuracy, neatness, efficiency, individual resourcefulness, and good work habits in obtaining and retaining employment in business.

MAJOR DUTIES AND RESPONSIBILITIES:

10. Evaluates each pupil's performance, knowledge, and skills in courses being taught, and prepares progress reports. Prepares employment references for pupils seeking employment in business occupations.
11. Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
12. Evaluates, selects, and requisitions books, instructional aids, equipment, and instructional supplies and maintains required inventory records.
13. Maintains professional competence through participation in inservice education activities provided by the district and/or in self-selected professional growth activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Communicates with parents and school counselors on the individual pupils progress.
2. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
3. Supervises pupils in out-of-classroom activities during the assigned working day.
4. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level. May teach under modular or flexible scheduling plans.
5. Performs basic attendance accounting and business services as required.
6. Shares in the sponsorship of student activities and participates in faculty committees.
7. May plan and coordinate the work of paraeducators, teacher assistants, and other paraeducators.

PHYSICAL CHARACTERISTICS:

Hearing and speaking to exchange information and assist students in instructional activities, dexterity of hands and fingers to operate standard office equipment and computers, sitting or standing for periods of time, and walking from classroom to classroom or to the office, as needed.

ENVIRONMENT:

Classroom

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate direction of the site administrator.

REQUIREMENTS:

WORK YEAR:	183 Days
CREDENTIAL:	Current, valid secondary credential with business authorization
SALARY:	Teacher Salary Schdeule

Updated: 7-97