

POSITION TITLE: Teacher – Business and Information Technology

QUALIFICATIONS: Must have a collegiate or postgraduate professional license or be eligible for a provisional license in business and information technology. One year of teaching experience or its equivalency preferred. One year of experience conducting lessons and assessing student progress, maintaining student discipline in the classroom, meeting with parents to discuss student progress and problem areas preferred. Experience providing ongoing academic guidance for students preferred. Bilingual skills to include Spanish are a plus.

PERFORMANCE EXPECTATIONS: Knows and effectively communicates the Richmond Public Schools (RPS) philosophy and mission. Plans and implements a program of study that meets the individual needs, interests and abilities of students. Creates a classroom environment that is conducive to learning and appropriate to the developmental level of the students. Prepares for classes assigned and shows written evidence of preparation in accordance with RPS, state and federal guidelines. Guides the learning process towards the achievement of curriculum goals and within the content of these goals, establishes clear objectives for all lessons, units, and projects with the ability to communicate these objectives effectively to students. Establishes high expectations for academic success and classroom behavior. Employs a variety of instructional techniques and instructional media to meet the needs and capabilities of the student or students involved. Identifies special needs and seeks the assistance of RPS specialists. Assesses the accomplishments of students on a regular basis and provides progress reports to supervisors and parents. Maintains accurate and complete records as required by law and RPS policy. Assists in designing, upholding and enforcing school rules, administrative regulations and School Board Policy. Actively participates in faculty and/or department meetings. Strives to maintain and improve professional competence. Exerts leadership in working with school and RPS staff. Assists in the selection of books, equipment and other instructional materials. Establishes and maintains open lines of communication with students and their parents. Provides for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning. Assists in the preparation of data for local, state and federal reports. Assists in the collection of data for providing appropriate intervention. Participates in faculty committee meetings; chaperoning, counseling and other similar responsibilities that are part of the school's service in loco parentis; and exercises discretionary authority over day-to-day teaching functions. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting. Performs professional work providing teaching and/or training services to students in a specialized subject. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 210 Days (10 months)

FLSA: Exempt