



JOB DESCRIPTION

Title: Classroom Teacher – Business and Entrepreneurship

FLSA Status: Exempt Non-Exempt Part-time

Job Summary:

This position is responsible for teaching the basic skills needed to start and manage a small business operation, such as developing a business plan, marketing, basic accounting, financial management, inventory control, production control, negotiating, loan/funding acquisition and management, workforce development, human resources management, and legal compliance. This position serves as club moderator for Ignatian Business Leaders.

All teachers at De Smet Jesuit provide college preparatory level instruction to young men in a Catholic, Jesuit environment with an emphasis on *cura personalis*. Teachers work closely with the administration and the Director of Diversity and Inclusion as well as the Counseling, Student Activities, and Campus Ministry departments in nurturing the overall growth of all students.

Specific Responsibilities:

Specific responsibilities include, but are not limited to, the following:

- Prepare engaging lessons and units that promote skills, knowledge, and critical thinking consistent with course outcomes and using the framework of Ignatian Pedagogical Paradigm.
- Maintain up-to-date lesson plans; develop rubrics for projects and other class activities; correct student work in a conscientious and prompt manner; and maintain up-to-date scope and sequence for courses taught using published curriculum framework in coordination with the department chair.
- Communicate regular feedback about student progress; maintain open and timely communication with parents and counseling department regarding any concerns.
- Maintain a classroom environment consistent with the Catholic, Jesuit mission of the school including *cura personalis, magis*, and “Finding God in All Things.”
- Work collaboratively with other teachers, counselors, learning consultants, administration, and various departments to foster the academic and spiritual growth of students in the Ignatian tradition.
- Stay current with classroom technology applications and regularly incorporate them into lesson plans.
- Be available to students before and after school and provide supervision of activities as well as some non-instructional responsibilities (such as study hall coverage, substitution duty, etc.).

- Participate in extracurricular activities, particularly those related to this field, such as club moderator for Ignatian Business Leaders.
- Model professional business behavior.
- Maintain working knowledge of and assist in enforcement of rules and policies in the *Parent and Student Handbook*.
- Attend faculty and school events and adhere to the policies written in the *Faculty Handbook*

Supervision Exercised:

- Students, presenters or other visitors brought in to share information about their entrepreneurial or small business operations with students

Supervision Received (Title of Supervisor):

- Principal

Minimum Qualifications:

- Bachelor's degree in Business, Management or related area
- At least two years' experience in business management
- At least two years' secondary or post-secondary teaching experience

Additional Preferred Qualifications:

- MBA or other advanced degree in a business area
- Entrepreneurial experience and success
- Understanding of and commitment to the spirit and mission of Jesuit education
- Practicing Catholic, committed to Catholic orthodoxy