

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

WEST PLAINS R-VII SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Business Education Teacher
REPORTS TO: Principal
DEPARTMENT:
LAST REVISED: February 7, 2012

PRIMARY DUTY

To instruct students in commercial subjects, such as typing, filing, secretarial skills, office equipment use and business practices. Provides each student with a positive, successful educational experience and ensures that all students acquire the grade level skills set forth by Missouri Department of Education and West Plains R-VII curriculum.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Develops a program of study that meets individual needs, interests and abilities of students.
- ❖ Instructs students by lecturing, demonstrating and using audiovisual aids on topics such as financial accounting, principles of marketing and operations management.
- ❖ Advises students on their academic and vocational curriculum.
- ❖ Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of State and school.
- ❖ Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments.
- ❖ Administers tests to evaluate student's progress, record results and issues reports or conducts meetings to inform parents of progress.
- ❖ Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- ❖ Keeps attendance records.
- ❖ Maintains discipline in classroom.
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with parents.

SECONDARY JOB FUNCTIONS including the following. Other Duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences, mentor program and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer (s).
- ❖ Contributes to the decisions made by the District and building regarding budget, facilities, curriculum and personnel well-being.

- ❖ Maintains a physically and aesthetically attractive classroom setting and exercises proper care of district equipment.
- ❖ Shares responsibility for supervision of students in all areas of the school, such as monitoring student activity between classes.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

SUPERVISORY RESPONSIBILITIES: in accordance with the District's policies and applicable laws.

- ❖ Supervises 2 or more employees (Teacher's Aide and Volunteers as assigned).

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree (B.A.) from four-year College or University
- ❖ Missouri State Teaching Certificate.

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; development software and the Internet. Additionally individuals will utilize standard office equipment including photocopiers and telephone systems.
- ❖ Administration and Management: Knowledge of and experience with business management, strategic planning, resource allocation, production methods, leadership techniques, and coordination of people and resources.
- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work and identifying the best people for the job.

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school district values.
- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.

- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Exposed to moderate noise levels of a normal business environment.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee may frequently lift and/or move up to 20 pounds. The employee is frequently required to feel, grasp, push, reach with hands/arms, stoop, kneel, crawl, perform repetitive wrist, hand and/or finger movement, and move up or down from/to sitting position.