

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Teacher Business/Vocational Education

Classification: Certificated

Reports to: Site Principal

Range: Certificated Salary Schedule

EDUCATION

Valid California Teaching credential authorizing instruction in business or computer education at the secondary level.

SUMMARY

Knowledge and skills in one or more of the following areas to secondary pupils; keyboarding, accounting, record keeping, office procedures, business law, business communication, basic business, consumer math computer science-related skills and ability to teach students about opportunities in the computer science field.

SPECIFIC RESPONSIBILITIES

1. Develop lesson plans and organize daily classes so the demonstration, instruction, and practice can be completed within the allotted time.
2. Demonstrate skills and techniques applicable to current business procedures. Prepare appropriate instructional aids and display materials to enhance learning.
3. Instruct pupils in use, care, and safe operations of business/computer equipment.
4. Provide individualize and small group instruction to adapt the curriculum to the needs of each pupil.
5. Establish and maintain 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.
6. Maintain professional competence through participation in in-service education activities provided by the District and/or in self-selected professional growth activities.
7. Communicate regularly with parents regarding goals and objectives of the instructional program, student progress observed, needs or problems and special accomplishments.
8. Knowledge and understanding of Computer Technology careers.
9. Continues to acquire professional knowledge and learn of current developments in the Computer workshops or professional meetings, or by conducting research.
10. Meets with other professional staff members, especially within the S.T.E.M. Program and participates in faculty meetings and committees.

11. Seeks to reach District standards as established in the designated curricular areas as adopted by the Governing Board as they relate to all pupils for which the teacher is directly responsible.

SPECIFIC QUALIFICATIONS

Knowledge and Skills:

- Knowledge of current Computer Science Technology education instructional methods, as well as differentiated instruction based upon student learning styles.
- Demonstrate a thorough knowledge of the field of Computer Science Technology

Ability:

- To use computer network systems and software applications as need.
- Ability to write reports, business correspondence, and procedure manuals.
- Work cooperative and effectively with other teachers and administrators
- Maintain professional relationships with pupils, colleagues and supervising staff members.

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.

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 regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.