



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**      **BUSINESS, FINANCE, & INFORMATION TECHNOLOGY TEACHER**

**REPORTS TO:**    Principal

### **JOB DESCRIPTION:**

The Business, Finance, and Information Technology Teacher is responsible for delivering high-quality instruction aligned with the North Carolina Essential Standards for Career and Technical Education (CTE). This position includes teaching courses in areas such as Computer Science, Business Management, Career Management, and related fields. The teacher will foster a dynamic and inclusive learning environment that supports students' academic, career, and social development.

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Bachelors degree from an accredited institution
- Must possess a North Carolina teaching license with an endorsement in Business, Finance, and Information Technology Education (Licensure Areas 760)

### **ESSENTIAL JOB FUNCTIONS:**

- Teach North Carolina Essential Standards in Career and Technical Education, including courses in Business, Finance, Marketing, and Computer Science
- Plan, organize, and deliver engaging instruction that supports students' academic and social development
- Conduct lessons at an appropriate pace, using clear language and relevant examples
- Establish and maintain a structured, respectful, and productive classroom

environment

- Instruct students on the proper care and use of classroom materials and equipment
- Evaluate student progress regularly and prepare accurate progress reports
- Select, requisition, and maintain instructional materials, books, and equipment
- Maintain professional competence through district-provided and self-directed professional development
- Collaborate with administrators to develop and follow evaluation procedures
- Communicate effectively with students, parents, counselors, and colleagues regarding student performance
- Participate in school-wide supervision and support student activities and events
- Serve on school or district committees and contribute to Professional Learning Communities (PLCs)
- Integrate technology into instruction and perform other duties as assigned by school leadership

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**