

Carlynton School District

Job Description



Position: Secondary Business, Computer, and Information Technology Teacher
Reports to: Building Principal
FLSA Status: Exempt
Employment: Full Time

Position Summary:

The BCIT-certified educator will teach courses which include areas of computer software applications and incorporate the use of business-related and industry-specific software. Course and program content in this area includes, but is not limited to, keyboarding, word processing, information processing, database application, spreadsheet manipulation, desktop publishing, accessing shared information resources via networks or Internet, multi-media, web-page design, and other emerging software, as well as business programming and operating systems, including hardware and software applications.

Other courses and programs which the BCIT-certified educator is certified to teach include entrepreneurship, international business, business math, accounting, banking and finance, marketing concepts, merchandising, management concepts, American and global business economics, consumer economics, budgeting, investing and taxes, personal finances, small business management, electronic commerce, business and consumer law, sales and contracts, business organization, insurance, and business communication.

Professional Qualifications

- Valid Pennsylvania certification as a **Business/Computer and Information Technology, PK-12.**

Essential Duties and Responsibilities

Instructional Responsibilities

- Plan and deliver engaging instruction in BCIT-related courses and programs.
- Integrate emerging technologies and industry trends into classroom instruction.

- Utilize project-based learning, real-world applications, and workforce readiness activities to support student learning.
- Develop instructional activities that promote digital citizenship, ethical technology use, and financial literacy.
- Incorporate career exploration and employability skills into coursework.
- Differentiate instruction to support diverse learners and varying technology skill levels.
- Utilize instructional technology platforms and business software applications to enhance student engagement and learning outcomes.

Classroom Environment and Technology Management

- Maintain a safe, organized, and technology-rich classroom environment.
- Monitor and maintain instructional technology equipment and software used within the classroom.
- Promote responsible use of technology and adherence to district acceptable use policies.
- Supervise students during classroom activities involving computers, software, and online resources.

Assessment and Student Growth

- Develop and administer assessments aligned to curriculum standards and program competencies.
- Analyze student performance data to guide instructional planning and intervention strategies.
- Maintain accurate student grades, attendance, and progress records.
- Provide timely and constructive feedback to students regarding academic and career readiness skills.

Collaboration and Professional Responsibilities

- Collaborate with administrators, counselors, teachers, and community partners to support student achievement and career readiness initiatives.
- Participate in curriculum development and program improvement efforts related to business and technology education.
- Maintain current knowledge of industry trends, emerging technologies, and instructional best practices.
- Participate in professional development opportunities related to BCIT education and workforce readiness.
- Communicate effectively with students, families, staff, and community stakeholders.
- Comply with all district policies, administrative regulations, and state/federal requirements.
- Perform other duties as assigned by the building principal or district administration.

Additional Expectations:

- Maintain accurate records of student contacts, referrals, and interventions in compliance with state and federal requirements.
- Engage in professional development to remain current with best practices, policies, and laws related to the roles and responsibilities to this position.
- Uphold confidentiality, ethical practices, and the mission of the Carlynton School District.
- Performs other duties as assigned by the Building Principal.

Position Qualifications

Professional Competencies

- Demonstrated proficiency in computer and technology skills related to data collection, record maintenance, communication, and office operations.
- Ability to manage multiple responsibilities, prioritize tasks effectively, and meet established deadlines.
- Ability to communicate clearly and professionally with administrators, staff, students, parents, substitutes, and community stakeholders.
- Knowledge and effective use of communication methods and technology appropriate to assigned responsibilities.
- Ability to identify concerns, analyze problems, and recommend appropriate solutions.
- Ability to exercise initiative, sound judgment, and decision-making within established administrative guidelines.
- Ability to maintain confidentiality regarding District operations, personnel, and student information.

Interpersonal Skills

- Ability to establish and maintain positive and productive working relationships with students, parents, staff, administration, and community members.
- Ability to listen, respond, and interact with others in a professional, respectful, and courteous manner.
- Ability to work collaboratively as a team member, coordinator, or leader as assigned.
- Demonstrated ability to promote a positive, cooperative, and service-oriented work environment.
- Ability to manage responsibilities and challenges in a fair, consistent, and equitable manner.
- Ability to work effectively in environments with frequent interruptions and changing priorities.

Position Expectations

Professional Responsibilities

- Demonstrates professionalism, dependability, and accountability in all job responsibilities.
- Adheres to District policies, procedures, and established chain of command.
- Responds appropriately to supervision, direction, and feedback.
- Demonstrates initiative and the ability to work independently with minimal supervision.
- Maintains appropriate professional appearance and conduct for the work environment.
- Incorporates innovative and progressive practices when appropriate to support District goals.
- Reports to work on time, maintains regular attendance, and uses work time efficiently and productively.

Organizational Skills

- Organizes work responsibilities and office/classroom operations efficiently to accomplish assigned tasks.
- Effectively plans, prioritizes, and manages multiple assignments, projects, and deadlines.
- Demonstrates flexibility and adaptability in response to changing work demands and priorities.

Technical Skills

- Demonstrates the ability to learn and effectively use new and existing software, hardware, and instructional technologies.
- Maintains working knowledge of standard office equipment and productivity tools.
- Produces written communication that is clear, concise, grammatically correct, and professionally formatted.
- Demonstrates proficiency in Microsoft Office/G-Suite applications and related technology tools, including:
 - Word processing and document formatting
 - Spreadsheet development and basic formulas
 - Presentation software and digital communication tools
 - Desktop publishing and graphic design applications as applicable to the position

Physical Demands

- Ability to traverse throughout school buildings and District facilities as needed.
- Ability to sit or stand for extended periods of time.
- Ability to lift, move, or transport materials and equipment weighing up to 30 pounds.
- Manual dexterity sufficient to operate office equipment and computer technology.
- Ability to perform repetitive hand and finger movements associated with keyboard and computer use.

Work Environment:

- The employee primarily works in an educational environment that includes classrooms, offices, common student areas, and school activity settings.

Driver's License:

- Must have a valid driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- Work year, schedule, salary and benefits defined as per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers.

Evaluation:

- Performance will be evaluated by the Building Principal in accordance with Act 13 and the Carlynton Federation of Teachers Collective Bargaining Agreement evaluation procedures.
- This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors on ENTER DATE HERE.