Vacancy Posting: Business Program Instructor

Middle School Business Club Moderator and Co-Teacher

Founded in 1897, The Ursuline School is a private, independent, Catholic, college preparatory school for girls in grades 6-12. Located in New Rochelle, NY, 20 miles north of Manhattan, it thrives on a 13-acre modern campus equipped with state-of-the-art facilities. The school is part of a network of educators at secondary Ursuline schools and colleges across the globe. It is accredited by the National Association of Independent Schools and the NY State Board of Regents and is an active member of the NY State Association of Independent Schools and the International Coalition of Girls Schools. The school has a fine tradition of scholarship, best known for rigorous academics, robust service opportunities, and dedication to the education of the whole person.

Position Overview

The Ursuline School seeks a Business Program Instructor to support and help grow its Business Program. The instructor will lead the Middle School Business Club and co-teach Upper School business classes alongside Jill Patricot, Head of Business Programs.

The position combines teaching with structured professional training. The instructor will learn the program's distinct platforms, including Bloomberg Terminal, Virtual Enterprise, and DECA competition resources, while helping develop curriculum. With training and experience, the instructor will progress from observation and co-teaching to independently leading lessons and program offerings.

Start Date: To be determined

Position: Business Program Instructor; full-time/part-time status to be determined

Reports To: Jill Patricot, Head of Business Programs

Schedule: Business classes and club activities, including Middle School Business Club on Mondays; independent study, platform training and certifications; and travel for business club activities and competitions.

Salary Range: $55,000–$60,000

Responsibilities

- Plan and lead the Middle School Business Club each Monday at 9:40 AM, providing age-appropriate lessons in money, markets, and entrepreneurship.
- Co-teach Upper School business classes, progressing from observation to co-leading and independently leading lessons.
- Complete training in the platforms and resources used across the Business Program and develop the ability to lead each offering independently.
- Develop lesson plans, activities, and assessments, including curriculum for subjects with limited existing instructional materials.
- Help prepare DECA students for regional, state, and national competitions through role-play practice, written projects, and presentation coaching.
- Support Virtual Enterprise and Bloomberg student teams, including preparation for trade shows, projects, and competitions.
- Guide students toward Bloomberg certification and other program credentials and financial education opportunities, including NGPF.
- Help coordinate instructional space, including Bloomberg sessions in the Maalouf.
- Participate in travel associated with business club activities and competitions.

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Qualifications

- Ability to learn new technology and instructional platforms quickly.
- Strong organizational skills and a willingness to develop lessons and curriculum.
- Enthusiasm for working with middle and high school students.
- Flexibility in working across different subjects, platforms, projects, and age groups.
- A background in business, finance, economics, or entrepreneurship is helpful but not required.
- Experience coaching competitions or leading student clubs is helpful but not required.

To Apply

Interested candidates should submit a cover letter and resume to employment@ursulinenewrochelle.org.

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration and staff of diverse backgrounds. Our community promotes respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.