

# Farragut Community School District

**Job Title:** BUSINESS EDUCATION TEACHER

**Reports to:** Secondary Principal

**FLSA Status:** \_\_\_ Exempt \_\_\_ Non-Exempt

**Status:** \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Salary

**Date Revised:** 11-13-06

**Basic Function:** The job of Business Education Teacher is done for the purpose/s of facilitating student success in academic and interpersonal skills through academic courses of study and implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific needs of students; providing a safe and optimal learning environment and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

## Essential Functions:

1. Teach knowledge and skills in one or more of the following subjects to secondary pupils: typing, shorthand, note-taking, bookkeeping, record keeping, office procedures, merchandising, business communications, data processing, or basic business. Use course of study adopted by the Board of Education and other appropriate learning activities.
2. Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Develop lesson plans and organize daily classes so that demonstration, instruction, and practice can be completed within the allotted time.
4. Demonstrate skills such as shorthand and use of office machines and techniques such as those used in merchandising. Prepare appropriate instructional aids and display materials to enhance learning.
5. Instruct pupils in use, care, and safe operation of business machines. Make minor adjustments and request repairs to equipment as required.
6. Maintain an auditable record of pupil attendance and make daily reports.
7. Control assigned district-owned office equipment and supplies to prevent loss or abuse.
8. Establish and maintains 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.
9. Instruct pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness, and good work habits.
10. Evaluate each pupil's performance, knowledge, and skills in course being taught and prepare pupil progress reports and employment references.
11. Maintain continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
12. Evaluate, select, and requisition books, instructional aids, equipment, and instructional supplies and maintain required inventory records.
13. Maintain professional competence through in-service education activities.
14. Communicate with parents and school counselors on pupil progress.
15. Supervise pupils in out-of-classroom activities during the assigned workday.
16. Participate in curriculum and other developmental programs.
17. Participate in faculty committees and the sponsorship of student activities.

**Specifications/Qualifications:**

1. Iowa Licensure for Secondary Subject Area

**Physical Requirements:**

- Must be able to pass physical examination every three years as required by the Board of Education.
- Must be able to work collaboratively with others.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_