

JOB TITLE: Business Instructor

EMPLOYMENT STATUS: Full-time 185 days, Salaried

PAY GRADE: Per Master Agreement

SUPERVISOR: Satellite Supervisor/Site Supervisor

POSITION DESCRIPTION: The Business Instructor is responsible for the delivery of quality education that adheres to required Ohio Department of Education curriculum standards. The Instructor is responsible for employing effective teaching practices to ensure that all of our learners are the best prepared and equipped for success in their lives

- MINIMUM QUALIFICATIONS:** To be qualified for this position, applicants must possess:
- Valid licensure, certification, and/or registrations as required by the Ohio Department of Education (or any governing body associated with the education programs directed);
 - Willingness and ability to work with students and staff as a team member
 - Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
 - History of strong work record, including good job attendance; and
 - Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Responsible for planning, teaching and evaluating the courses assigned;
- Demonstrate proficiency in the subject area;
- Responsible for the continual improvement of program curriculum and delivery, including assessment materials and course of study;
- Assess student comprehension and provide re-teaching when necessary;
- Maintain accurate records and reports on student progress in the classroom;
- Attend and actively participate in all faculty and curriculum meetings and accept committee assignments as necessary and assigned;
- Actively participate in advisory committee meetings as required or assigned;
- Responsible for organization, care and inventory of instructional supplies and equipment;
- Assist in the recruitment and retention of students;
- Develop effective relationships with staff and the community by collaborating to provide services efficiently, communicating clearly, and providing effective service;
- Contribute to the creation of an environment of high achievement, continual improvement, professional growth, and acceptance;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;

- Be in attendance every regular work day, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Maintain confidentiality of student and other information;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Attend staff meetings/events, student ceremonies, trainings, and Board of Education meetings as directed;
- Be willing and able to devote the time and effort necessary to do the job effectively;
- Provide individual and group instruction to meet needs, interests and ability of students;
- Create a safe and appropriate classroom environment that is conducive to learning, appropriate to the maturity and interests of the students, clean, and equipped with adequately maintained equipment;
- Follow state and district requirements and guidelines for program/subject area;
- Complete, submit/utilize reports and forms as the position requires;
- Confer with supervisor regarding progress, concerns, and recommendations;
- Utilize school resource personnel as required to improve student performance;
- Be available to parents, students and/or sponsoring agencies for education related purposes;
- Develop a plan to involve parents/guardians in the education of their son/daughter.
- Provide required safety instruction and documentation;
- Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, CTSO accounts, etc;
- Assume responsibility for overall discipline;
- Comply with applicable state and federal regulations e.g. OSHA, OCR;
- Report the presence of unauthorized or atypical visitors;
- Promote positive work habits in students
- Project a positive image of career technical education;
- Update and improve professional competence by adhering to professional development requirements for license renewal;
- Promote, include, and support Career Technical Student Organization activities as prescribed;
- Model non-discriminatory practices in all activities;
- Report incidents (e.g. fights, suspected child abuse, harassment, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and Board Policy;
- Promote positive work habits in students;
- Perform other tasks, consistent with the position, as may be assigned.

OTHER DUTIES AND FUNCTIONS:

- Track student progress in academic classes.
- Troubleshoot and maintain equipment in good repair.
- Attend appropriate school-related activities.
- Perform duty assignments e.g. parking lot, cafeteria, restroom, courtyard.
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: State Department of Education standards, requirements, guidelines; Board Policies and procedures; building policies and procedures; student discipline code; lesson plans; courses of study; textbooks; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; grading systems; standardized tests; individualized educational plans; intervention techniques; subject(s) taught; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, safety regulations for subject/laboratory.

Ability to: Interpret policies, procedures and regulations; demonstrate reading, writing, speaking, listening and observation skills appropriate to the position; administer student discipline code; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; inform students and parents of teacher expectations; be mobile and do a moderate amount of lifting and climbing; maintain a flexible and positive attitude in all professional relationships.

Skill in: Use of computers, Outlook program, Microsoft Office Word, SmartBoard, web based grade systems, calculator, projectors, telephone, other instructional-related audiovisual equipment and instructional-related classroom equipment, and computer programs.

WORK ENVIRONMENT AND CONDITIONS

Occasional: Exposure to inclement weather driving conditions; interaction with unruly students and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Staff shall be evaluated in accordance with Board Policy and the Master Agreement

