



Job Description Business Education Teacher

General Statement:

A competent **Business Education Teacher** understands growth and development, demonstrates knowledge of what is to be taught and facility in the basic skills and helps students to develop positive self-concepts. The **Business Education Teacher** stimulates the independence of each student as a learner, effectively assesses student needs and progress, and plans instruction to achieve selected objectives, including those appropriate for exceptional students. The **Business Education Teacher** accomplishes these objectives through effective communication with students, parents and colleagues, and through the use of appropriate techniques and materials in a positive climate where time, space and equipment are effectively organized for instruction. In addition, the **Business Education Teacher** meets professional responsibility for continuing growth and fosters cooperative involvement with parents and the community.

Major Responsibilities:

- Demonstrates facility in the skills of reading, writing and mathematics.
- Demonstrates knowledge of the subject to be taught.
- Demonstrates knowledge of human growth and development as it relates to the teaching-learning process.
- Demonstrates knowledge of the American public school system.
- Plans instruction to achieve selected objectives.
- Effectively implements instructional plans and uses appropriate instructional techniques.
- Effectively communicates with students.
- Helps students develop positive self-concepts.
- Facilitates the independence of the student as learner.
- Effectively organizes time, space, materials and equipment for instruction.
- Effectively assesses student needs and progress.
- Effectively meets the needs of exceptional students.
- Establishes a positive learning environment.
- Meets professional responsibilities.
- Encourages and maintains the cooperative involvement and support of parents and the community.

Qualifications:

- A valid Connecticut teacher certificate in 010-Business, 7-12.
- Demonstrated excellence in teaching the subject area(s) and/or instructional levels targeted.
- Evidence of ability to work cooperatively with administrators, teachers and educational assistants.
- Evidence of organizational ability and willingness to pursue tasks to successful completion.
- Superior communication skills (oral and written).
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position.

September 1991

Employee Signature

Date

Employee Name (Please Print)