



EMPLOYEE NAME: _____

Revised: 7/88; 10/88; 6/92; 1/94; 12/94; 6/95; 5/95; 2/97; 3/01; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Business Education	JOB CODE: 150
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4,5,6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To develop in each pupil an understanding of our American business system and its place in the nation's economy; to provide knowledge needed for intelligent consumption of business services; to develop practical business skills for personal use or for use in business occupations; to encourage pupils to develop work and personal habits essential or success in business.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Teaches knowledge and skills in one or more of the subjects offered to secondary students in business education; instructs pupils in citizenship and basic subject matter specified in state and local policy; develops lesson plans and organizes daily classes so that demonstration, instruction and practice can be completed.
3.	Prepares appropriate instructional aids and displays to enhance learning and provide for an attractive classroom and instructs pupils in use, care, and safe operation of business machines; makes minor adjustments and requests repairs; maintains an auditable record of pupil attendance and makes daily reports.
4.	Controls assigned district owned office equipment and supplies to prevent loss or abuse; Evaluates, selects, requisitions and inventories books, instructional aids, equipment and instructional supplies.
5.	Establishes 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; instructs pupils of the importance to employers concerning accuracy, efficiency, and good work habits; evaluates each pupil's performance and prepares pupil progress reports.
6.	Maintains continued contact with business community regarding job entry requirements and current business methods and equipment; maintains professional competence through in-service education activities.
7.	Communicates with parents and school counselors on pupil progress.
8.	Supervises pupils in non-instructional activities during the assigned working day.
9.	Maintains an active local school advisory committee for the curriculum area; instructs and helps students with job application skills and career plans.
10.	Meets expectations according to the regular high school teacher job description.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____