



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/04; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Teacher, Middle School Business Education	<b>JOB CODE:</b> 123
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4, 5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To provide instruction in the areas of computer literacy, keyboarding, computer applications, economics, advertising, marketing, personal finance, investing, and career possibilities in business and related topics.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
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.	Provides instruction that develops the core knowledge, skills, and values in the Exploratory Business Education curriculum.
3.	Exhibits professionalism in all job related situations; follows professional ethics in all work related activities; presents a personal appearance which enhances the image of the school.
4.	Communicates responsibly with all individuals and groups.
5.	Assumes a fair share of outside-the-classroom school responsibilities.
6.	Adheres to local school procedures and regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behavior which detracts from staff morale; works cooperatively with colleagues and the community; helps maintain a positive, cooperative climate.
7.	Promotes a positive school environment that enhances student learning.
8.	Maintains plans according to policies and/or directives.
9.	Promotes the responsible use of materials and equipment.
10.	Submits accurate paperwork on schedule.
11.	Maintains required work schedules in a punctual manner; demonstrates responsible attendance and use of leave.
12.	Prepares adequately for responsibilities to be assumed when absent.
13.	Accounts for student attendance and punctuality.
14.	Follows all county, state and federal policies and procedures.
15.	Directs the conduct of students in accordance with policies at all times.
16.	Takes all reasonable measures to protect students' health and safety.
17.	Seeks to improve through professional development and evaluation activities.
18.	Maintains prompt and professional communication with parents.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_