

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Business Education Teacher

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility in Business Education.
2. Candidate must possess at minimum a Bachelor's Degree.
3. Demonstrated knowledge of subject specialty and effective teaching methods.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal/Designated Administrator

JOB GOAL: To develop in each pupil an understanding of the 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; and to encourage pupils to develop work and personal habits essential for success in business.

PERFORMANCE RESPONSIBILITIES:

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skill development. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Teaches 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. Uses course of study adopted by the Board of Education and other appropriate learning activities.
3. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Develops lesson plans and organizes daily classes so that demonstration, instruction, and practice can be completed within the allotted time.

5. Demonstrates skills such as shorthand and use of office machines and techniques such as those used in merchandising. Prepares appropriate instructional aids and display materials to enhance learning.
6. Instructs pupils in use, care, and safe operation of business machines. Makes minor adjustments and requests repairs to equipment as required.
7. Maintains an auditable record of pupil attendance and makes daily reports.
8. Controls assigned district-owned office equipment and supplies to prevent loss or abuse.
9. 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.
10. Instructs pupils in importance to employers of accuracy, neatness, efficiency, resourcefulness, and good work habits.
11. Evaluates each pupil's performance, knowledge, and skills in course being taught and prepares pupil progress reports and employment references.
12. Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
13. Evaluates, selects, and requisitions books, instructional aids, equipment, and instructional supplies and maintains required inventory records.
14. Maintains professional competence through in-service education activities.
15. Communicates with parents and school counselors on pupil progress.
16. Supervises pupils in out-of-classroom activities during the assigned workday.
17. Participates in curriculum and other developmental programs.
18. Participates in faculty committees and the sponsorship of student activities.
19. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Date: September, 2010

Revised by: