

Business Academy Instructor

Specific Responsibilities, Duties and Qualifications for the Business Academy Instructor Position

Planning and Preparation

- Collaborates with the Cooperative Education Office and the assigned Co-op Teacher to ensure all qualified students participate in a variety of Career Work Experience and/or Co-op Work opportunities during the school year.

Instruction

- Selects a VT State DOE Industry Recognized Credential (IRC) and aligns program curriculum ensuring student preparedness for certification exams.
- Develops and operates a business enterprise designed to provide students with hands-on learning opportunities aligned with program curriculum, Industry Recognized Credentials and state approved competency/occupational skills lists.
- Consistent with Section 5440-18 of the Vermont Department of Education – State Board of Education Manual of Rules and Practices, implements a comprehensive, standards -based business and administration curriculum that incorporates industry skill standards and enables students to acquire the knowledge, skills, and attitudes that will prepare them to succeed in the chosen career preparation area. Specifically:
 - Develops learning opportunities that integrate industry-recognized credentials and incorporate current components of all aspects of industry; teaches students to recognize and be sensitive to the cultural expectations of specific work sites.
 - Plans, organizes, and manages laboratories/technical facilities for instruction so that activities are carried out in accordance with state and national safety guidelines and in compliance with all local, state and federal regulatory codes governing the industry.
 - Teaches leadership skills, organizes and manages an effective co-curricular student organization, and implements the Future Business Leaders of America’s activities as an integral part of instruction.
 - Develops partnerships with members of the business community and forms program advisory committees to develop learning opportunities for students.
 - Consults with industry advisory committees, colleagues, community, and parents to maximize curricular and instructional resources, and develops work-based learning experiences.
 - Selects appropriate skill standards and industry credentials for the Business and Administration program area.
 - Advises students in the career planning process and teaches foundation employability skills (including communication and presentation skills, and how to use technology to enhance the effectiveness and expediency of their communication) as indicated in the program core competencies developed by industry and education.
 - Prepares students for third-party assessments.

Other Professional Responsibilities

- Actively participates in Career Student Organization activities such as the Future Business Leader's Association (FBLA) and/or Skills USA Leadership competitions, ensuring students are prepared for and participate in area competitions.
- Develops partnerships with local area business leaders and post-secondary representatives in the effort to maintain a program advisory committee. The committee will meet a minimum of twice in an academic year for the reason of reviewing curriculum and student preparedness to enter the workforce.
- Maintains and reports required information for the end of year VT State DOE reports.
- Coordinates and oversees the efforts of an instructional aid who works with students in the operation of the business enterprise.

Qualifications

- Holds (or is eligible to hold) a valid VT Educator license with a 11-04 endorsement or 11-18 (Business and Administration) endorsement.
- Has experience operating all aspects of a business.
- Minimum of an Associates degree or the equivalent, plus an industry recognized credential offered in the program of instruction; or a Bachelor's degree in an approved program.
- A total of three or more years of recent occupational experience in the area of specialization within Business and Administration
- Meets all the basic competencies and qualifications of the Technical Professional Education endorsement for Business and Administration or the Business and Administration in Career and Technical Centers as listed in the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*.
- Demonstrates knowledge of planning, delivering, and evaluating instruction based upon knowledge of subject matter, integration of Career and Technical Student Organization standards, Vermont's Career and Technical knowledge and skills competencies, and student, community and workforce needs, including industry standards and procedures, for the particular specialization, and *Vermont's Framework of Standards and Learning Opportunities*. Specifically, the educator understands:
 - The role, responsibility, legal, and ethical requirements of the specific area of instruction.
 - Integration and principles of applied academic areas necessary for success in the specific career preparation area.
 - Current and emerging business technology procedures and systems including E-commerce, accurate and appropriate keyboarding skills; word processing applications software, including database, spreadsheet, graphic, desktop presentation, multimedia, imaging, and other emerging computer applications; and a variety of programming languages.
 - The career development/planning process and the integration of employability skills into the curriculum.
 - The significant role of partnerships and collaborative relationships with industry, organized labor, parents, agencies, post secondary institutions and the community in delivering the curriculum, and how to form advisory committees.

- Incorporation of essential entrepreneurial skills into the curriculum.
- How to foster the development of students' leadership skills through delivery of the curriculum, and incorporation of appropriate career and technical student organization standards into the curriculum.
- Current local, state, and federal safety regulations.
- How to develop business partnerships and form program advisory committees for curriculum development.
- How to appropriately incorporate *Vermont's Career and Technical Business and Administration Program Competencies* and industry credentials into the curriculum.
- The importance of integrating Youth Leadership organizations into the curriculum.