

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Business Education Teacher
FLSA STATUS:	Exempt
UPDATED:	March 11, 2003 (1st draft)

POSITION OBJECTIVES: To develop 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; and to encourage students to develop work and personal habits for success in business.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. (refer to the "Classroom Teacher" job description)

- Teaches knowledge and skills in one or more of the following subjects to secondary students: typing, shorthand, note-taking, bookkeeping, record keeping, office procedures, merchandising, business communications, data processing, or basic business.
- 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.
- Instruct students in use, care and safe operation of business machines. Makes minor adjustments and requests repairs to equipment as required.
- Instructs students in importance to employers of accuracy, neatness, efficiency, resourcefulness and good work habits.
- Evaluates each student's performance, knowledge, and skills in course being taught and prepares student's progress reports and employment references.
- Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
- Evaluates, selects, and requisitions books, instructional aids, equipment, and instructional supplies and maintains required inventory records.

SUPERVISION RECEIVED:

Grades 9-12: Reports to and receives general administrative direction from the Department Chair. Evaluated by the School Principal and/or his/her designee with input from the Department Chair.

SUPERVISORY RESPONSIBILITIES:

Assists with the training, planning, and directing the activities of assigned para-educators; plays an advisory role in evaluation, hiring, and continued employment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

Education and Experience. Bachelor's degree and working knowledge of Vermont's Framework of Standards required. Recent experience working in a Vermont school district preferred.

Certifications and Licenses. Holds or is eligible to hold a Vermont Teaching License with a valid Business Education endorsement (2-03 or 3-03) and meets all the basic competencies and qualifications of the endorsement(s) as listed in the *Regulations Governing the Licensing of Educators and the Preparation of Educational Professionals*.¹

Language Skills. Ability to read, analyze, and interpret common educational and technical journals, periodicals and procedures, and regulations. Ability to respond to common inquiries or complaints from parents, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals that conform to school/district standards or regulations. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public.

Mathematical/Reasoning Skills. Ability to interpret and use test results by applying math concepts such as standard error of measurement, bands of confidence, standard scores, and percentiles. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills and Experience. Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office helpful.

Communication & Interpersonal Skills. Ability to effectively, efficiently and regularly communicate and work cooperatively with a variety of individuals, including students, peers, subordinates, supervisors, parents, and representatives of outside organizations. Ability to effectively resolve conflicts and handle stress.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

Under most circumstances, while performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ⁱ May be found on the Vermont Dept. of Education website <http://www.state.vt.us/educ/license/index.htm>