



Mobile County PUBLIC SCHOOLS

Job Description Title – BUSINESS EDUCATION/MARKETING/ CAREER TECHNICAL TEACHER

SUPERVISED BY/REPORTS TO: Principal or his/her designee

FLSA Designation: Exempt

POSITION SUMMARY:

The Secondary Career and Technical Education (CTE) [Business Education] Teacher is responsible for the instruction of designated CTE content area(s)/course(s) in a classroom setting within a secondary school (grades 6-12).

QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited college or university with a major in Business Education, Business Administration, Accounting, Principles of business and economics, Business management, Business Computer uses and software applications or other closely related fields.
- Recent experience in the Business World is preferred.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned.
- Ability to be punctual and maintain regular attendance.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members. Teachers should be sure that all their social media accounts are professional and appropriate.

REASONING ABILITY:

Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

COMPUTER SKILLS:

Proficient knowledge of computer usage and ability to use email, internet software, and word processing software. Proficient usage of Microsoft Office. Must learn other software used by the district.

OTHER REQUIREMENTS - THE TEACHER MUST BE:

- Prepared, positive, innovative, and creative.
- Have a passion for educating students and have a love of learning.
- Effective communicator
- Listens well and learns from others.
- A great collaborator
- Adaptable
- Has a passion for their subject matter and can deliver the curriculum to all students
- Have a classroom free of clutter, learned centered and inviting to students.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is regularly required to speak and listen.
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat.
- The employee may regularly lift and/or move up to 10 pounds and occasionally lifts up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Designs and implements appropriate instruction of content area(s)/course(s) assigned in accordance with state standards, district curriculum, and student's needs. Develops and implements timely lesson plans that fulfill the requirements of the district's curriculum program and shows written evidence of preparation as required. Prepares lessons that reflect accommodations and modifications that differentiate for individual needs.
2. Creates a positive educational climate for students to learn in an atmosphere of respect and rapport.
3. Creates and delivers relevant and rigorous lessons that maximize student engagement and achievement.
4. Utilizes a variety of teaching practices and methodologies that reflect diverse educational, cultural, and linguistic backgrounds to meet the individual needs of students. Lessons are to reflect the understanding of the learning styles and needs of students.
5. Observes and evaluates student performance and mastery of standards, monitors student assessment data, and maintains student grades and attendance records.
6. Manages student behavior in the classroom by utilizing effective classroom management strategies and invoking appropriate disciplinary procedures. Follows the Student Code of Conduct and any other procedures set by the school administration and Central Office Supervisors.
7. Always interacts in respectful ways with students, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for all student behavior, and organization that maximizes student learning.
8. Communicates with parents and school/district personnel regarding student progress and encourages parental involvement.
9. Takes all precautions to provide for the health and safety of students and to protect equipment, materials, and facilities.
10. Appropriately maintains and secures confidential records, inquiries, and data,
11. Maintains appropriate certifications and professional development hours as required. Attends and participates in faculty meetings and serve on school and district committees as required.

12. Engages with local business and community to partners with the CTE program. Participates in advisory committee meetings.
13. Follows SDE TAPE Document (or its replacement) to plan and maximize student opportunities in instruction and implementation of co-curricular Career Tech Student Organizations. Prepares for annual TAPE Reviews
14. Participates as a sponsor and advisor of the local chapter for the appropriate Career and Technical Student Organizations such as JLDC and CTSO. This includes participation in local, state, and national competitions.
15. Engages in continuous improvement and professional development, including earning appropriate industry certifications and maintaining those certifications. Adheres to professional dress and grooming in accordance with district regulations. Serves as a role model for students.
16. Works cooperatively with special population teachers to modify and accommodate curricula as needed for students being served through special programs.
17. Complies with federal, state, district, and school regulations for classroom teachers.
18. Provides optimal customer service to all students, employees, parents, community members, and any other stakeholders of the district.
19. Performs any other duties as assigned by the school principal, his/her designee or the district supervisor.

OTHER DUTIES:

Participates in various student and parent activities of the school, including, but not limited to, PTA or PTO, student clubs, and after school activities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Works in a classroom setting.
- The noise level is usually low to moderate but occasionally high depending on classroom activities.
- The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions.
- Outside carpool and traffic duty may occasionally be required.
- May be exposed to bloodborne pathogens.
- May travel to other school campuses in-district and out-of-district for competitive events and related functions.
- Maintain emotional control under stress.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY - See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.