

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Business Ed Secondary	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

MINIMUM QUALIFICATIONS:

California credential authorizing instruction in business education at the secondary level

KNOWLEDGE AND ABILITIES:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description

DUTIES AND RESPONSIBILITIES:

As a Director of Learning

1. Teach knowledge and skills in one or more of the following areas to secondary pupils: typing, shorthand, note-taking, bookkeeping, recordkeeping, office procedures, merchandising, business communications, data processing, or any basic business subject. Utilizes course of study adopted by the Board of Education and other appropriate learning activities
2. Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district
3. Develop lesson plans and organize daily classes so the demonstration, instruction, and practice can be completed within the allotted time
4. Demonstrate skills and techniques applicable to current business procedures. Prepare appropriate instructional aids and display materials to enhance learning
5. Instruct pupils in use, care, and safe operation of typewriters, calculators, cash registers, duplicating machines, dictating machines, paper cutters, and other business machines. Make minor adjustments and request repairs to equipment as required
6. Provide individualized and small group instruction to adapt the curriculum to the needs of each pupil
7. Maintain reasonable surveillance over District-owned classroom equipment and supplies to prevent loss or abuse
8. Establish and maintain 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

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9. Instruct pupils in importance and significance of accuracy, neatness, efficiency, individual resourcefulness, and good work habits in obtaining and retaining employment in business
10. Evaluate each pupil's performance, knowledge, and skills in course being taught, and prepare progress reports. Prepare employment references for pupils seeking employment in business occupations
11. Evaluate, select, and requisition books, instructional aids, equipment, and instructional supplies and maintain required inventory records

Relationships

1. Communicate with parents and school counselors on the individual pupil's progress
2. Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems
3. Supervise pupils in out-of-classroom activities during the assigned working day
4. Maintain continued contact with business community to keep in touch with job entry requirements and current business methods and equipment
5. Perform basic attendance accounting and business services as required
6. Share in the sponsorship of student activities and participates in faculty committees

Professional Attitude, Responsibility, and Participation

1. Maintain professional competence through participation in in-service education activities provided by the District and/or in self-selected professional growth activities
2. Participate in curriculum and other developmental programs within the school of assignment and/or on a District level. May teach under modular or flexible scheduling plans

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

Persons responsible to Teacher, Business Education, Secondary: Those designated by Building Principal