

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Business & Computer Teacher

**Terms of Employment:** 9-month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The Teacher is responsible for providing support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

**Required Qualifications:**

- Bachelor's degree
- Valid Missouri Teacher Certificate; Business 9-12
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities and Data Analysis
- Content knowledge and expertise in both Business & Computers
- Skills in coding and computer applications

**Essential Duties and Responsibilities:**

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of all students.
- Collaborate regularly with colleagues in order to improve instruction and to employ common assessment.
- Guide the learning process toward the achievement of established curriculum goals.
- Communicate clear objectives to students for all lessons, units and projects.
- Assess the progress of students on a regular basis, provide progress reports as required and communicate with parents regularly.
- Employ a variety of instructional techniques and teaching strategies to meet the different needs and interests of students in whole-group and small-group learning.
- Ensure the classroom environment is safe, healthy and conducive to learning and the materials are in good condition and accessible to all students.

- Maintain an ongoing program of professional growth and development.
- Establish partnerships with the greater community as appropriate in support of the school's academic program.
- Performs other related duties as assigned by Principal.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resource Coordinator

Revised: April 10, 2019