

Cape Girardeau Public School District No. 63
Job Description

Job Title: Business Technology Teacher

Terms of Employment: 9 month contract; 183 days plus 10 additional days

FLSA Status: Exempt

Reports To: Director, Career and Technology Center

Brief Description of Position:

The Business Technology teacher will be responsible for providing students with appropriate learning activities and experiences in the subject area(s) assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.

Qualifications:

- Bachelor's degree in Business Education, Business or Business Administration
- Must possess and maintain proper Missouri teaching certificate
- Experience in computer programming and coding
- 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:

- Master's degree in Business Education, Business or Business Administration

Essential Functions and Duties:

- Uses instructional techniques appropriate to the lesson.
- Develops and enhances positive student self-concept and attitude towards learning.
- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students.
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues, parents and students.

Expectations:

- Must show competence in the certified subject area.
- Participate in professional organizations appropriate to career and technical education, such as Missouri Association for Career & Technical Education and Association for Career & Technical Education, as well as the field in which you teach.
- Attend professional development activities, such as educational conferences, field specific up-dates and college course work required to maintain his/her Teaching Certificate and remain eligible for employment.
- Actively participate on building level teams and in school-related activities.
- Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.
- Use technology appropriate for instruction and program use.
- Performs other duties as assigned by supervisor.

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.

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 6, 2017