CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(530) 891-3000, Ext. 142

JOB DESCRIPTION
SECONDARY CLASSROOM TEACHER - BUSINESS EDUCATION

**Brief Description of Position**
As part of a secondary teaching assignment, teaches one or more classes of business education to students in grades 7-12; develops and maintains a classroom environment conducive to effective learning; assists in other school programs as assigned.

**Major Duties and Responsibilities**

1. Teaches knowledge and skills in one or more of the following subjects to secondary students; typing, shorthand, bookkeeping, note-taking, record-keeping, office procedures, business law, merchandising, consumer economics, business communications, data processing, salesmanship, stenotype, business machines, or basic business. Utilizes course of study adopted by the Board of Education.

2. Prepares lesson plans for classes assigned and translates these plans into learning experiences in order to best utilize the available time for instruction.

3. Prepares instructional objectives based on the classes assigned and formulates strategies for meeting the objectives.

4. Provides for continuous evaluation of student progress consistent with established instructional objectives, goals and policies.

5. Communicates with parents and school counselors regarding the individual student's progress.


7. Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.

8. Instructs students in importance and significance of accuracy, neatness, efficiency, individual resourcefulness, and good work habits in obtaining and retaining employment in business.

9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.

10. Participates with other members of the staff in planning instructional objectives and goals for students.

11. Assists in the selection of books, equipment, and other instructional materials within the school or department.

**Other Duties and Responsibilities**

1. Utilizes conference period for lesson planning, evaluation of students, conferencing, or department or grade level study and planning.

2. Accepts fair share of responsibility for supervision activities as assigned by the site administrator.
Job Description - Secondary Business Education Teacher

3. Maintains accurate records as may be required by law, District policy and administrative procedures.
4. Provides professional input by attending and participating in scheduled meetings.
5. If aides, teacher assistants, and other paraprofessionals or volunteers are assigned, the teacher will plan and coordinate their activities.
6. Maintains professional competence through participation in inservice education activities provided by the District or school and/or self-selected professional growth activities.
7. Shares in the sponsorship of student activities and participates in faculty committees.
8. Takes care of minor machine adjustments and requests repairs to equipment as required.

Supervision Exercised or Received
Under the immediate direction of the site administrator/designee.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential Any valid credential issued by the State of California to perform the services of a teacher in the subject area in grades 7-12.
2. Education Bachelor's Degree, including all courses needed to meet credential requirements; major or minor in subject area preferred.
3. Personal Qualities Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher. Skill and dexterity in working with business machines.

Goals of Effective Performance
To develop in each student 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 help students develop practical business skills for personal use or for use in business occupations; to encourage students to develop work and personal habits essential for success in business; to establish good relationships with parents, with potential employers of pupils, and with other staff members.

August 1990