

**BUSINESS EDUCATION TEACHER**

- QUALIFICATIONS:**
1. Current teaching license validated by the Wisconsin Department of Public Instruction
  2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible adults.

**PERFORMANCE RESPONSIBILITIES:**

1. Adapts instructional material as necessary to meet student needs, aptitudes, and interests;
2. Assigns independent learning activities to students, as appropriate;
3. Assists new students in adjusting to school;
4. Assists students in establishing high standards of conduct;
5. Attends professional conferences to keep abreast of promising instructional practices;
6. Conducts demonstration classes;
7. Communicates with parents and counselors on student progress;
8. Confers with students and parents;
9. Cooperates with local health authorities on pertinent matters;
10. Coordinates interdisciplinary lessons and units;
11. Counsels students on educational, vocational, opportunities;
12. Creates curriculum materials to meet learning objectives;
13. Utilizes a variety of teaching strategies;
14. Encourages students to think independently and to express original ideas;
15. Engages in curriculum planning and development;
16. Establishes an effective climate for learning;
17. Establishes learning objectives for each lesson;
18. Participates in the selection instructional materials and textbooks;
19. Evaluates the instructional program;
20. Grades and evaluates all student work conscientiously and fairly;
21. Helps students evaluate career interests and choices;
22. Identifies and utilizes community instructional resources;
23. Implements the Board's policies on student discipline;

24. Makes referrals to other professional staff members in the district;
25. Makes referrals to outside agencies and professional persons;
26. Plans and administers remedial programs in specific content area;
27. Plans and conducts educational field trips;
28. Plans and supervises student testing program;
29. Plans lessons and files lesson plans with principal;
30. Refers students for exceptional education programs as appropriate;
31. Serves as class advisor;
32. Serves on curriculum committees as assigned;
33. Sets up special displays of student work;
34. Supervises on hall duty and detention as assigned;
35. Plans annual budget for instructional materials and supplies;
36. Writes reports and news articles as requested;
37. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.