

RIVERVIEW SCHOOL DISTRICT JOB DESCRIPTION

Certificated CTE Business Education Teacher Position Description

JOB TITLE: Career and Technical Education (CTE) Business Education Teacher
Future Business Leaders of America (FBLA) Advisor

REPORTS TO: Director of CTE

JOB OR POSITION SUMMARY:

Plan, prepare, implement, monitor, and evaluate a quality competency-based Business and Technology CTE (Career and Technical Education) Program leading to the development of student skills sufficient to qualify for entry-level employment and/or post-secondary education using effective instruction with all students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Demonstrate knowledge of subject matter; center instruction on high expectations for student achievement and demonstrate effective teaching practices
- Use multiple student data elements for the purpose of assessing student progress, modifying instruction and improving student learning
- Communicate and collaborate with parents and the school community for the purpose of fostering individual student success and growth while engaging the families in the instructional program
- Exhibit collaborative and collegial practices focused on improving instructional practice and student learning by participating in professional learning communities, showing professionalism, and growing professionally
- Plan, organize, and teach a competency-based CTE program in business and technology courses
- Manage and advise FBLA (Future Business Leaders of America) and incorporate FBLA leadership activities into the business and technology curriculum
- Develop and maintain program budgets (student fees and FBLA) following district and building guidelines
- Foster and manage a safe, positive, and respectful learning environment for the purpose of promoting effective student behavior and success
- Demonstrate effective classroom and computer lab management
- Assist in development of and participate in activities designed to promote an innovative business and technology program
- Develop community and industry partnerships for students
- Demonstrate a professional commitment to CTE innovation
- Maintain and submit appropriate records (i.e., monthly, semester, and annual enrollment and employment reports)
- Order supplies, instructional materials, and equipment necessary for the program
- Provide information and counsel students relative to employment, career opportunities and further education
- Participate in district, regional and state CTE meetings, including Riverview School District CTE Advisory meetings, WSBEA, WA-ACTE, and FBLA
- Participation in FBLA required at the local (CHS), regional (West Central Region), and state levels (including the national level if students qualify)
- Serve as staff representative to CTE Advisory Committee
- Work cooperatively with the CTE teachers and building administrators in staffing and scheduling decisions
- Maintain accurate records of CTE program completers, Tech Prep College Credit registration and grading, distribution of awards and submit information/records including student progress for all students

- Create, refine, and update Business and Marketing CTE OSPI approved frameworks, including Common Core Skills and Assessments and Smarter-Balanced Assessment
- Maintain consistent attendance and conform to regular work hours specified under contract
- Share with other staff members the responsibility for school activities and student supervision
- Implement and comply with District policies and procedures
- Perform appropriate tasks as designated by the principal in relation to the responsibilities listed above

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge of subject matter/course content and resources relevant to assignment
2. Knowledge of and skills in using effective instructional strategies and practices
3. Knowledge of and skills in implementing various formative and summative assessments
4. Knowledge of and experience with an instructional framework, specifically the Danielson Instructional Framework
5. Knowledge of entry-level positions for students; potential career opportunities; and post-secondary educational opportunities in the CTE-technical program area
6. Skilled in Microsoft IT Academy curriculum and MOS Certification (industry certification)
7. Skills in effective planning and implementation of lessons based upon individual student needs
8. Skills in managing and promoting positive student behavior
9. Skills in data analysis to assess, monitor, and inform instruction for student growth
10. Skills and abilities in organization, time management, and record keeping.
11. Ability to operate a computer and the skills to learn and utilize software and other technology in instruction
12. Ability to articulate and implement the Common Core State Standards
13. Ability to effectively address and meet a wide range of academic, social and developmental needs for all type of learners
14. Ability to collaborate and communicate effectively with other professionals in a team setting
15. Ability to interact positively and effectively with parents, students, staff, and administrators
16. Ability to maintain confidentiality
17. Ability to serve in the extra-curricular activities program

LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS

1. Hold or qualify for Business Education and/or Business and Marketing CTE certificate/endorsement valid in Washington State and a secondary teaching certificate (out of state candidates must meet Washington State certification requirements)
2. Successful training/teaching experience with students with a variety of backgrounds (i.e., special needs, ELL, students-at-risk) and the ability to adapt teaching style and materials to meet individual needs
3. Successful Washington State Patrol check and FBI Fingerprint Clearance Report and Disclosure Statement in accordance with state law

PHYSICAL REQUIREMENTS:

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additionally physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.