



## **Position Description**

### **School District of Monroe**

**JOB TITLE:** Teacher – Business and Information Technology Education

**CLASSIFICATION:** Professional Staff

**JOB OBJECTIVE:** Provide students with basic to advanced business skills enabling them with the understanding necessary for career and college entry. Provide a flexible class environment favorable to learning and individual growth. Motivate students to develop skills, attitudes, and knowledge sufficient for a solid foundation for higher grade education in accordance with each student's abilities.

**REPORTS TO:** Building Principal

**QUALIFICATIONS:** Current Wisconsin Department of Public Instruction teaching certificate required for the assigned instructional area(s). Related bachelor's degree from an accredited university. Technology and social media skills appropriate for the assigned instructional area(s).

#### **ESSENTIAL DUTIES:**

- Provide students with a general knowledge of business practices and operations Teach business topics such as basic economics and law, financial literacy, career exploration, accounting, computer technology, entrepreneurship, and principles of marketing
- Deliver the skills and knowledge necessary for workplace readiness and to prepare students to function as responsible citizens of the business world.
- Foster relationships with community businesses, plan and facilitate field trips. Facilitate seminars and guest speaker lectures for students by business leaders
- Establish and maintain standards of student behavior required to achieve a functional learning classroom environment
- Work closely with other teachers, building administrators, and Director of Curriculum & Instruction to develop an appropriate long-range instruction program consistent with the District's goals and philosophy

- Plan a program of study which is consistent with the curriculum adopted by the District
- Prepare, administer, and grade formative and summative assessments to evaluate students' progress
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Meet and confer with parents/guardians to discuss their student's progress and objectives
- Maintain accurate and complete student records in accordance with district policies and state requirements
- Enforce administration policies and rules governing assigned students and class activities
- Participate cooperatively with the building principal or other administrator in activities providing for teacher performance evaluations and educator effectiveness in accordance with district policies and state requirements
- Collaborate with other staff members on student achievement and instructional methods
- Attend staff meetings and serve on committees as required
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current education knowledge base through educator networks, educational workshops and professional publications

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:      May 2020