

## Sonoma County Office of Education – Job Description

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### Certificated-Career Technical Education

## TEACHER, BUSINESS

### Definition:

Under the general direction of the Director develop and teach a business skills and practices program for high school students.

### Distinguishing Characteristics:

- Employees in this class are required to have special expertise applicable to the educational program(s) assigned.
- This class requires a high degree of knowledge, skill and experience in working directly with high school students and adults.
- We require a business professional who views students as collaborative thinkers and vital resources.
- This instructional leader will work with other teachers (academic focus) to instruct active business skills and entrepreneurial attitudes to the students.

### Supervision Exercised and Received:

General direction is provided by the Director.

### Example of Duties and Responsibilities:

*Duties and Responsibilities may include, but are not limited to, the following:*

- Assesses individual student's current level of functioning to determine needs.
- Designs and implements instructional programs to meet student's needs.
- Develops lesson plans and instructional materials using community resources and alternative approaches to learning to teach students the knowledge, skills and behaviors necessary to function in the community.
- Provides substitute teachers with written lesson plans, appropriate materials and instructions as to disciplinary and emergency procedures.
- Participates in the development of curriculum and other programs within the court and community schools.
- Demonstrates knowledge of and utilizes established curriculum.
- Provides other such instructions and services to the students whenever possible so as to contribute to the attainment of other goals of the instructional program.

- Keeps records of student performance and attendance and evaluates students' academic growth.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Supplements the program with an appropriate learning environment enriched through the use of audio-visual aides, technology, special programs, auxiliary books and materials.
- Creates a functional and attractive learning environment through displays, special programs, bulletin boards and interest centers.
- Establishes and maintains standards of student behavior needed to provide a safe, healthy, orderly and productive classroom environment.
- Participates in activities designed to promote professional growth.
- Observes legal mandates.
- Maintains student confidentiality.
- Directs assigned classified staff and volunteers.
- Performs related duties as assigned.

## **Employment Standards:**

### ***Knowledge of:***

- Appropriate teaching strategies.
- Classroom management techniques to correct self-defeating behaviors and to support self-enhancing behaviors.
- Evaluation and assessment techniques and instruments.

### ***Ability to:***

- Select appropriate materials and/or processes for difference age, ability and functioning levels.
- Choose from a variety of techniques and instruments in order to evaluate student progress.
- Employ observation techniques and classroom management techniques required to increase task behavior.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Must have validated experience with business and business instruction.
- Must view learners as partners, and actively solicit student thinking and direction.
- Employ practical abilities to seek out and apply cutting edge business resources to the instructional setting.
- Create active and visible links to the business community in order to produce internships/externships, and jobs for students.

- Apply practical knowledge of computerized instruction, and specific knowledge of Virtual Enterprise software is a plus.
- Bilingual skills a plus.
- Show as a daily practice unabashed enthusiasm for leading students into complex real life business projects.

***Computer Skills:***

- Basic Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Basic Database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use Netscape or Explorer to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.

**Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- *Preferred, but not required:* Bachelor’s Degree from any accredited college with an emphasis in the occupational area to be taught.

***Experience:***

- *Preferred but not required:* Some formal experience or training in working with high school students and adults.
- Spanish speaking is desirable.

***Credentials:***

- A valid California Designated Subjects Career Technical Education Teaching Credential with the industry sector: Business and Finance or appropriate industry work experience to qualify for this CTE Credential.
- Enrollment in the North Coast Beginning Teacher Program to obtain the SDAIE authorization is required.

***Physical Abilities:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

***Work environment:***

*The following conditions may be present:*

- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by the Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: November 20, 2019
- FLSA Status: Exempt
- Bargaining Unit: CTETA
- Approved by: Human Resource Services