



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Business Education Teacher
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job Code:</b>	8216
<b>Reports to:</b>	Building Principal
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

St. Louis Public Schools is seeking talented Educators with a broad base of knowledge in curriculum and pedagogy. In this position, Business Instructors are expected to plan, organize and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates Teachers who are committed and who have a passion for their work.

**Essential Functions:**

- The Business Instructor will supervise, facilitate, and moderate classroom discussions and instructional activities
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations, or assign this work to others
- Prepare and deliver lectures and or assignments to students on topics such as criminal law, defensive policing, and investigation techniques
- Prepare course materials such as syllabi, homework assignments, and handouts
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
- Maintain student attendance, grades, and other required records
- Advise students on academic and vocational curricula, and on career issues
- Evaluates and recommends instructional aids, textbooks and equipment
- Participate in demonstrations, extra-curricular activities, community awareness/education programs, parades, recruiting events and other activities to further the program and school
- Attend conferences, workshops, training programs, etc to maintain currency/certifications
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes and interests
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences
- Creates, attends and participates in Advisory Committee meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- Identifies senior student internship sites and supervises student placement
- As part of the program evaluation process, maintains a Program Improvement Plan



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- Performs other duties and responsibilities as assigned
- Promotes student participation in Career and Technical Student Organizations (CTSOs)

**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement
- Ability to operate instructional technology tools such as; smartboards and computers
- Possess willingness to interact on a personal level with parents
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff and parents in a variety of settings
- Develop trusting relationships with parents, teachers and students
- Work effectively on a team and with parents
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities

**Experience:**

- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

**Education:**

- Bachelor's Degree in Business (required) or be within 24 semester hours of graduation
- Master's Degree (preferred)
- Must possess a valid Missouri Teaching Certificate or be eligible for a Missouri Teaching Certificate (District will apply for candidates certification)
- Agree to complete all requirements leading to the issuance of a Missouri Career and Technical Education Teaching Certificate

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

