

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

CTE ~ Business Education

Function:

The instructor will have the opportunity to teach Business Education classes. Students in Business Education will develop technology skills in computer applications, personal finance, digital photo, web design, and digital graphics.

Qualifications:

1. Washington State Career and Technical Education certification in Business Education, or ability to be certified, (V521206/520300)
2. Current First-Aid and CPR card or the ability to obtain one.
3. Demonstrated ability to work with students from various backgrounds and academic abilities.
4. Demonstrated ability to motivate students and successfully employ effective teaching methods.
5. Genuine desire to work with all students to help them succeed.
6. Demonstrated skills in student leadership development.
7. Ability to work closely with Career and Technical Education advisory committee.

Duties & Responsibilities:

1. Must be proficient in Microsoft Office Suite and have the ability to stay current with software trends.
2. Have the ability to maintain hardware and network support, or willing to be trained.
3. Have curriculum development skills.
4. Understand competencies related to the Business Education Computer Applications program and understand functional support of the CCSS, EALR, GLE components.
5. Work cooperatively with other Business Education teachers and a citizen advisory committee.

Relationship:

Reports directly to the principal and the Director of Career and Technical Education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of Board Policy.

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

Salary Range:

NKEA Salary Schedule

Job

Job History:

Created: 8/23/13

Immediate Supervisor

Date

Asst Superintendent of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice