



## **CTE Business, Finance & Information Technology Education Teacher Job Description**

**Job Title:** CTE Business, Finance & Information Technology Education Teacher

**Reports to:** Building Principal

**Salary:** Based on State and Local Salary Schedules

**Status:** Permanent 10 months, Certified Full-Time

**Summary:** Under the general direction of a principal, the CTE Business, Finance & Information Technology Education Teacher provides leadership in an educational environment that encourages and nurtures learning for all students. Provides supervision to students in a variety of school-related settings, monitors and evaluates student outcomes, develops, selects, or modifies lesson plans to ensure all student needs are met, and maintains appropriate records and follows all policies and procedures of NCDPI and DPS. Provides quality standards-based instruction in the area of Business, Finance & Information Technology Education, assesses and encourages student progress, and manages an effective learning environment to maximize student achievement.

**Eligibility:** Must have or be eligible to hold a Business, Finance & Information Technology teaching license (760). To be eligible for the Business, Finance & Information Technology teaching license applicant must have a related four-year degree (i.e. Accounting, Administrative Systems, Business Administration, Computer Science, Entrepreneurship, Finance, Information Technologies, Management, MIS (Management Information Systems), Marketing, Financial Services Informatics, Organizational Management, International Business, Business Analytics, Finance and Banking, Risk Management and Insurance, Mathematics for Business, Information and Computer Technology, Economics, International Management, Innovation and Entrepreneurship, Human Resource Management, Project Management, etc.) and 2 years of related work experience with a Bachelor's degree and 4 years of related work experience with Associate degree. Applicants must also pass the Business Education (5101) Praxis exam, complete 18 hours of educational coursework, and participate in the CTE New Teacher Induction or the CTE New Teacher Institute induction within 3 years.

### **Duties and Responsibilities:**

- Demonstrates and teaches Business, Finance & Information Technology in a classroom setting using hands-on activities, career experiences, and standards-aligned instruction.
- Conducts ongoing assessment of student growth and progress in Business, Finance & Information Technology activities and modifies instructional methods to fit students' individual needs.
- Continues to participate in professional development to stay knowledgeable of current developments in the Business, Finance & Information Technology field. This includes, but is not limited to, attending seminars, workshops, and/or participating in professional learning communities (PLC).



- Prepares instructional materials aligned with curriculum standards, maintains equipment, supplies, and other resources, and maintains inventory records in accordance with district policies and procedures.
- Coordinate CTE Student Organization activities for local, regional, state, and/or national competition
- Attend District PLC meetings as scheduled
- Works with employers and community groups to promote and advance technical skills.
- Creates an instructional environment that is conducive to the intellectual, physical, social, and emotional development of students.
- Communicates standards, achievements, and deficiencies to students and parents. Meets with students and parents.
- Maintains complete and accurate student academic, attendance, and disciplinary records. Monitors and assesses students' academic progress.
- Collaborates with school administrators, other teachers, para-educators, parents, and community members in the education of students.
- Instructs and demonstrates proper safety practices, procedures, and standards.
- Demonstrates techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities, and evaluations.
- Provides students with clear expectations, continual feedback, and logical consequences.
- Provides students with opportunities to expand their skills and knowledge base.
- Performs related duties as assigned.