

Octorara Area School District

228 Highland Road • Atglen, PA 19310 • Phone: 610-593-8218

-Empowering Students to Build Successful Futures-

Job Title:	Business Education Teacher
Reports to:	Building Principal
Terms of Employment:	See CBA
Supervises:	N/A

Job Description

The Business Education Instructor designs and implements a comprehensive instructional program within the Octorara Area Career and Technical Education Program (OACTEP), equipping students with the practical knowledge and skills necessary for postsecondary success, career readiness, and lifelong financial independence. Instruction is aligned with state-approved Career and Technical Education (CTE) Program of Study requirements and encompasses core areas including business principles, entrepreneurship, marketing, personal finance, and technology applications, with a strong emphasis on authentic, real-world learning experiences.

The Instructor utilizes hands-on, project-based instructional methodologies and workforce-aligned practices to cultivate critical thinking, problem-solving, and digital literacy. Responsibilities include preparing students for attainment of industry-recognized credentials, embedding career exploration aligned with Pennsylvania Department of Education (PDE) Career Education and Work (CEW) standards, and fostering the development of essential employability skills.

Student progress is assessed through a combination of academic and technical performance measures, including NOCTI-aligned competencies where applicable. The Instructor differentiates instruction to meet the diverse needs of learners and ensures equitable access to rigorous and relevant educational experiences.

The role requires active collaboration with OACTEP staff, academic faculty, school counselors, and industry partners to support and expand work-based learning opportunities, including job shadowing, internships, and cooperative education placements. Additional responsibilities include participation in Occupational Advisory Committee (OAC) meetings, ensuring program compliance with PDE and Perkins V requirements, contributing to continuous program evaluation and improvement, and supporting student recruitment and retention initiatives.

Strong communication skills, current knowledge of business and technology trends, and the ability to effectively connect classroom instruction to workforce expectations are essential for success in this role.

Requirements for Position

- Proper active and valid certification from the Commonwealth of Pennsylvania for assignment
- Classroom experience is desirable
- In addition to certification credentials, teachers should have poise, and interest in working with children, a sense of responsibility, the ability to work with others, and the ability to adapt to any reasonable pattern of behavior accepted by the community for professional persons

Core Responsibilities and Competencies

- Develops and implements a standards-based business education curriculum aligned with district and state guidelines.
- Plans and delivers engaging instruction in areas such as personal finance, entrepreneurship, marketing, business management, and technology applications.
- Integrates real-world scenarios and project-based learning to promote career readiness and practical skill development.
- Teaches and reinforces digital literacy, workplace skills, and ethical use of technology.
- Establishes clear expectations and maintains a structured, respectful classroom environment.
- Assesses student learning through a variety of methods and provides timely feedback and progress reports.
- Differentiates instruction to meet the diverse needs, abilities, and learning styles of students.
- Incorporates current business tools, software, and technologies relevant to industry practices.
- Collaborates with colleagues, counselors, and administration to support student academic and career planning.
- Communicates effectively with students, families, and staff regarding progress and expectations.
- May support or coordinate career and technical student organizations (e.g., business clubs or competitions).
- Participates in professional development to stay current with business trends, technology, and instructional strategies.

PHYSICAL DEMANDS:

- Ability to stand and move around the classroom for extended periods
- Frequent use of hands and fingers for typing, operating computers, and handling instructional materials
- Occasional bending, reaching, and light lifting (e.g., instructional supplies up to 20 lbs.)
- Ability to sit for extended periods while working on a computer or providing

instruction

SENSORY ABILITIES:

- Visual acuity for reading screens, documents, and student work
- Auditory acuity to communicate effectively with students and monitor classroom interactions

WORK ENVIRONMENT:

- Classroom or computer lab setting
- Subject to typical indoor environmental conditions
- Regular use of computers and instructional technology
- Moderate noise level depending on activities and group work
- Structured environment with scheduled class periods and occasional interruptions

TEMPERAMENT:

- Strong interpersonal and communication skills
- Ability to engage and motivate students with varying interests in business topics
- Flexibility and adaptability in incorporating evolving business practices and technologies
- Ability to manage multiple tasks and deadlines
- Professionalism and ability to model workplace expectations and behaviors

COGNITIVE ABILITY:

- Ability to communicate complex business concepts clearly and effectively
- Strong organizational and planning skills
- Ability to analyze student data and adjust instruction accordingly
- Problem-solving and critical-thinking skills
- Ability to integrate technology and real-world applications into instruction

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Evaluation

- Evaluated annually by Building Principal

Revised March 2026