

PLEASE POST
Until Filled

TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM
NOTICE OF VACANCY

Internal/External

POSITION:

Business Technology and Marketing Teacher - Career Center

MINIMUM QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university in a related field.
2. A minimum of five years experience teaching in a Career and Technical Center.
3. A Vocational Certificate in Business Services (VB) and Marketing (VM).
4. Excellent written and verbal communication skills, interpersonal and organizational skills. Must be motivated and a self-starter.
5. Ability to work with individuals of all racial, ethnic, and socio-economic backgrounds. Ability to create and maintain relationships.
6. Ability to organize and prioritize workflow and meet deadlines.
7. Professional attitude.
8. Ability to function independently with minimal supervision.
9. Ability to function as an effective instructor in a competency-based program.
10. The desire to help others succeed in their career goals.

DESIRED QUALIFICATIONS:

1. A Bachelor's degree.
2. A current Michigan Teaching Certificate.
3. An Occupational Educational Certificate.

PRIMARY FUNCTION:

To instruct and supervise students in Business and Marketing Courses.

To participate in advisory meetings.

DUTIES AND RESPONSIBILITIES

1. To offer instruction and facilitate the learning of Business Technology. Include the following:
 - Instruct the assigned course in accordance with the approved curriculum.
 - Ensure that the quality and quantity of instruction provided in the classroom is consistent with the stated objectives of the school and the state.
 - Utilize a variety of teaching styles and methods to accommodate diverse learning styles of students. Demonstrate ability to teach and facilitate all levels of student capacity and performance, including instructional needs of developmentally challenged, average, and advanced students. Ability to assess student learning.
 - Design, administer and grade examinations to assess achievement of course objectives as identified in the syllabus
 - Be available to advise students, tutor and provide other assistance as needed.
 - Maintain accurate and timely daily attendance records of students and grades in accordance with school policy. Submit grades in a timely manner.
 - Enforce the school's Code of Conduct.
 - Ensure that the classroom and school's atmosphere is conducive to maximum learning and retention of students.
 - Maintaining a safe and calm environment in which the students can learn by enforcing policies and student accountability.
 - Assure that the classroom or laboratory is left in a clean and orderly condition at the end of each class period.
2. Participating in training programs and other specified professional development activities designated by the Principal or Administration.
3. Ability to communicate effectively with school personnel, parents, students and other educational stakeholders.
4. Facilitate in program recruiting and state reporting.

DUTIES AND RESPONSIBILITIES

1. Instruct students and supervise both the classroom and clinical instruction. Provide hands-on classroom instruction.
2. Maintain and update course syllabi; assist in the development of new curriculum.
3. Prepare and utilize approved lesson plans.
4. Maintain a productive and safe learning environment consistent with school policy.
5. Cooperatively develop and implement curriculum that meets industry standards, as well as maintaining the equipment list. Provide for the care of supplies and equipment.
6. Develop and monitor basic budget projections.
7. Maintain classroom records, including verifying and issuing competency certificates, based on program philosophy and objectives and tracking and reporting attendance.
8. Assist with student placement into work-based learning opportunities, related employment and/or continued education. Implementing evaluation devices of student learning and externship experience to measure progress and competency.
9. Assist with the operation of the Medical Assisting Employer Advisory Committee functions.
10. Assist in the articulation process between the program and higher education institutions.
11. Preparing students progress reports and grade reports.
12. Attend faculty meetings.
13. Maintaining professional qualifications through participation in continuing education programs and academic courses.
14. Perform other related duties as required.
15. Assist in career and technical student organizations.

BASE RATE OF PAY:

Per TFT Contract [\$44,321.00 - \$88,479.00] years of experience will be taken into consideration.

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

All materials received relative to this posting become property of the Taylor School District.

DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED.

***ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION
WILL BE CONSIDERED***

NOTICE OF NON-DISCRIMINATION

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.