



Union County Public Schools

Job Description

POSITION TITLE: CTE – Business Education	TERM OF EMPLOYMENT: 10 months
DATE: 9/3/2025	DATE OF PREVIOUS REVISION: 1/13/2025
FLSA EXEMPTION STATUS: Exempt	PAY GRADE: Certified Scale

JOB SUMMARY: Under general supervision, a Business teacher will plan, organize, and implement an appropriate instructional program with regards to content specific elements of the field including, but not limited to the Accounting, Entrepreneurship, Business Essentials and encourage students to develop and fulfill their academic goals by creating a classroom environment that is conducive to learning, and appropriate to the maturity and interest of students.

ESSENTIAL JOB FUNCTIONS

1.	Plan, prepare, and deliver educational lesson plans and instructional materials that facilitate active learning
2.	Demonstrate differentiated methods of instruction that effectively address individual student educational goals and needs
3.	Establish clear objectives for all lessons, units, projects, and other appropriate activities in furtherance of curriculum goals
4.	Evaluate student progress and development to address individual needs
5.	Provide Supervision of students for the purpose of providing a safe and positive learning environment

DUTIES & RESPONSIBILITIES

	Content Specific Duties:
1.	Adapts materials and methods to hands-on educational experiences with regards to the integral analysis and recording of business transactions, preparation, and interpretation of financial statements, accounting systems, banking and payroll activities, basic types of business ownership, accounting methods, and an accounting career orientation.
2.	Coordinates Job Shadowing or internship opportunities for students to supplement curricula and provide career building opportunities to students



Union County Public Schools

Job Description

3.	Participates in and promotes Career and Technical Student Organization (ie, FBLA, DECA, etc) opportunities for students including recruitment events, activities, committee meetings, etc.
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4.	Counsel students and provide career relevant resources regarding the field of study including but not limited to careers in Finance, Business Management and/ or additional education.
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	General Duties and Responsibilities
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1.	Accurately maintain records, as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
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2.	Manage student behavior in the classroom by establishing and enforcing rules and procedures and implementing Positive Behavior Intervention Strategies
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3.	Communicate necessary information regularly to students, colleagues, and parents regarding student progress and individual needs
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4.	Instruct and monitor students in the use of learning materials and equipment through the utilization of relevant technology and instruction.
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5.	Effectively communicate to assistant teachers, student teachers, instructional assistants, and volunteers their responsibilities.
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6.	Participate in school-sponsored extracurricular activities, such as social activities, sporting activities, clubs, and student organizations, as directed.
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7.	Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning.
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8.	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer
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9..	Performs other duties as assigned
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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> Bachelor's Degree in business education or in a related business area that will qualify for licensure as a CTE teacher by the North Carolina Department of Public Instruction <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Associates degree and four (4) years or more experience in a related field 	<ul style="list-style-type: none"> Master's degree in education or related area. Experience with QuickBooks Experience with Microsoft Excel

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).



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In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.



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