

## INTER-DISTRICT POSTING

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### GROVEPORT MADISON BOARD OF EDUCATION JOB DESCRIPTION

**Position:** Business Technology  
2025-2026 SY

**Reports to:** Building Principal

**Employment Status:** Regular/Full-time

**Date:** April 4, 2025

**Description:** Develop in each student an understanding of our American business system and its place in the nation's economy; provide knowledge needed for intelligent consumption of business services; develop practical business skills for personal use or for use in business occupations and encourage students to develop work and personal habits essential for success in business

**NOTE:** The below lists are not ranked in order of importance

#### Essential Functions:

- Ensure safety of students
- Implement a program of instruction that meets the individual needs, interest, and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey academic expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Review testing/assessment data to provide intervention and make adjustments to daily instruction
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21<sup>st</sup> century learning opportunity
- Supervise students who are testing out of courses
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students
- Review state required test data and other assessment data; provide intervention and adjust instruction based on this data
- Employ a variety of instruction techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strive to implement by instruction and action the district's philosophy of education, goals, and objectives, and the plans and priorities set forth by the district
- Assess the accomplishments of students on a regular basis and provide progress reports as required or requested
- Identify the learning problems of students on a regular basis, based on classroom observation or other classroom assessment, and seek the assistance of district specialists in this diagnosis as appropriate
- Implement all policies and rules governing student life and conduct, and, for students under his/her supervision, develop reasonable rules of behavior and procedure, and maintain order in the classroom in a fair, just manner in keeping with the district code of conduct
- Perform such non-teaching duties and record-keeping responsibilities as assigned by the principal
- Attend and participate in staff meetings, and in special education committee meetings and intervention assistance team meetings as requested by the principal
- Plan and supervise purposeful assignments for supplemental teachers, teacher aides, and volunteers, and provide feedback on the performance of such personnel when requested
- Develop and follow an individual professional development plan as approved by the Local Professional Development Committee

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- Make regular parent contacts through scheduled appointments on conference periods/conference days, written communications, Progress Book, phone calls, interim reports, and grade reports
- Teach and evaluate the students using sound instructional practices
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate, complete and correct records as required
- Provide guidance and counsel to the students which will promote their welfare and their proper educational development
- Attend parent/teacher conferences
- Distribute homework assignments
- Ensure students are learning all subject material by regular evaluation which includes testing, or quizzing on a regular basis
- Provide complete lesson plans for substitute
- Make provisions for being available to students and parents for educational-related purposes outside the instructional day as agreed upon
- Assist the administration in implementing all procedures and rules governing student life and conduct, develop reasonable rules of classroom behavior and procedure for the classroom, and maintain order in the classroom in a fair and just manner
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Act as teacher, facilitator and information source in subject area specialty
- Identify student needs, and cooperate with other professional staff in assessing and helping students solve health, attitude, and learning problems
- Interact in a positive manner with staff, students and parents
- Maintain respect at all times for confidential information, e.g., student grades
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability, and sound judgment
- Instruct assigned classes in the locations and at the times designated
- Counsel with colleagues, students and parents
- Attend educational field trips
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Refer students with learning disabilities for diagnosis on a regular basis, seeking the assistance of district specialists as required
- Follow the scope and sequence of the instructional program as defined in the courses of study which has been approved by the Board of Education
- Notify parents and administration if student is not meeting classroom goals
- Maintain and improve professional competence
- Teach knowledge and skills in one or more of the following subjects to secondary students: keyboarding, word processing, computer application, shorthand, note-taking, accounting, record-keeping, office procedures, merchandising, business communication, economics, business law, introduction to business or basic business
- Use course of study adopted by the Board and other appropriate learning activities
- Establish and maintain standards of student behavior needed to provide an orderly, productive environment in the laboratory-type classroom where several kinds of activities may be taking place simultaneously
- Instruct students in importance to employers of accuracy, neatness, efficiency, resourcefulness and good work habits
- Maintain contact with business community to keep in touch with job entry requirements and current business methods and equipment

- Implement instructional strategies that incorporate content standards for subject matter area of expertise

**Other Duties and Responsibilities:**

- Interact with public in official capacity when required
- Interact with Principal, Superintendent and/or Board of Education and present information as requested
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Supervise student teachers as agreed upon
- Respond to routine questions and requests in a timely, appropriate manner
- Perform other duties as assigned by the Building Principal
- Establish and maintain cooperative professional relationships
- Assist in the determination of appropriate curriculum, materials, supplies, and texts in cooperation with the Curriculum Director, Principal and/or Guidance Counselor
- Serve on committees, and cocurricular activities as agreed upon
- Attend professional growth seminars, workshops, etc. to keep current on relevant issues
- Instill in students the belief in and practice of ethical principles and democratic values
- Counsel, advise, encourage, and motivate students
- Serve on curriculum committees when requested
- Interact with other departments and school personnel when necessary
- Delegate work when appropriate and supervise same
- Discipline students when necessary
- Refer attendance, health, and psychological emotional problems to Principal and/or Guidance Counselor
- Attend educational field trips
- Perform other duties as assigned by the Building Principal
- Flexible to change with new State requirements (e.g. – Flex Credit Educational Options, etc.)

**Qualifications:**

- Bachelor's degree in business education or related field from an accredited college or university
- Appropriate state of Ohio teaching certifications/license
- BCII/FBI clearance
- Meet the applicable requirement of a “highly qualified” teacher under the No Child Left Behind Act within the requirements
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Training in varied instructional design
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g., hammer, screwdriver, pliers
- Variable technology use, i.e., laser disk, grading software, etc.
- General computer skills
- Ability to stay up-to-date with new technology

**Equipment Operated:**

- Interactive white board
- Document camera
- Camcorder

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- Digital camera
- Wireless slate
- Photocopier
- Computer
- TV/VCR
- Telephone
- Scanner
- Overhead projector
- Laminator
- Printer
- Calculator

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent requirement to sit, stand, crawl, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasional travel
- Occasional evening/weekend work as agreed upon
- Frequent repetitive hand motion, e.g., typing on keyboard
- Occasional requirement to operate school district vehicle

**Terms of Employment:**

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

**INTERESTED PERSONNEL SHOULD APPLY IN WRITING TO HUMAN RESOURCES,  
[MATT.CYGNOR@GOCRUISERS.ORG](mailto:MATT.CYGNOR@GOCRUISERS.ORG) NO LATER THAN NOON ON WEDNESDAY, JULY 12, 2023.**