



LEBANON SCHOOL DISTRICT

Lebanon, Pennsylvania

JOB DESCRIPTION

POSITION: Business Education Teacher

RATE: Based on education/experience as outlined in the Lebanon Education Association collective bargaining agreement

REPORTS TO: Building Principal

JOB GOAL: The Business Education Teacher plans and administers the Business Education instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Directors, state and federal agencies.

EDUCATION AND EXPERIENCE

- Appropriate PA teacher certification.
- Bachelor's degree required in appropriate major study.
- Strong motivational, communication and organizational skills.
- Ability to utilize technology within the classroom

AUTHORITY AND RESPONSIBILITIES:

- Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory and co-curricular experiences
- Provides projects based on program guidelines and requirements
- Manages and maintains program facilities and equipment
- Implements successful instructional strategies and demonstrates appropriate classroom management skills
- Sponsors local chapter of Future Business Leaders of America (FBLA)
- Works closely with postsecondary institutions to ensure seamless transition
- Develops and maintains communication with industry representatives regarding program improvement and work-based learning activities
- Adheres to all state guidelines required for the implementation of a successful program
- Provides classroom environment which promotes active learning in subject area
- Communicates responsibly with students, parents, colleagues, and school leadership
- Accounts for student attendance and punctuality
- Follows all county, state and federal policies and procedures
- Demonstrates professionalism and follows professional ethics in all work-related activities
- Attends school and district-level professional learning activities as directed

- Prepares adequately for responsibilities to be assumed when absent
- Facilitates home-school communication by such means as holding conferences, telephoning and sending written communications
- Integrates appropriate technology into classroom instruction
- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, with or without the use of aids.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

TERMS OF EMPLOYMENT: The Business Education Teacher position follows the Lebanon Education Association Collective Bargaining Agreement.

BENEFITS: Retirement plan, paid time off, employee assistance program, health insurance, dental insurance, vision insurance, life insurance, tuition reimbursement. Details listed in the collective bargaining agreement.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.