



Satellite Business Instructor

STARTING DATE: 2015 - 2016 School Year
REPORTS TO: Career-Tech Supervisor
WORK YEAR: 185 days as per Board-adopted calendar
SALARY RANGE: Appropriate step on Certified Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Appropriate valid Ohio teaching license/certificate in Workforce Development (CT) or Business Education, or ability to obtain
- Possess a Baccalaureate Degree or its equivalent
- Ability to instruct high school students using a combination of subject matter and experience designed to prepare students for career choices and post-secondary educational options
- Highly motivated self-starter with a passion for teaching and a demonstrated ability to individualize instruction and work with students having a variety of needs and abilities in a team environment
- Ability to organize and deliver a year long plan of activities for the student organization DECA
- Proficiency using technology as an instructional tool
- Excellent planning, organizational, and problem solving skills
- Excellent oral and written communications skills
- Demonstrated understanding of Ohio's graduation expectations and of Ohio Career Technology / Academic Content Standards
- Proven ability to develop positive working relationships with area employers and establish an advisory committee made up of representatives from area businesses
- Provide proof of successful employment experiences in the business career area
- Minimum 3 years' experience in Business related fields preferred
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Develop, plan and implement appropriate lessons using the approved course of study/academic content standards/ Career Tech competencies
- Design and administer appropriate assessments for students
- Enforce and maintain proper classroom rules for discipline and management
- Work collaboratively and effectively with staff, students, parents and form positive relationships with business and industry representatives
- Responsible for daily operations of School Store which includes but is not limited to: ordering and maintaining inventory, preparing daily receipts and deposits including credit card processing, organizing store layout and presentation, instructing students and overseeing daily sales (cashiering), supervising students working in store, working during marketing opportunities to operate the school store during school events i.e. Jump Start, Open House, etc.
- Actively prepare students for both academic and Career Tech competency tests
- Provide leadership in student management, classroom instruction, curriculum development, and career/technical club activities
- Maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district
- Employ a variety of instructional techniques and instructional media and technology consistent with the physical limitations of the location provided and the needs and capabilities of the students involved
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Establish and maintain open lines of communication with students and their parent/guardian concerning classroom performance and behavior
- Utilize Board approved course of study as the basis for instruction
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Submit official transcripts to Board of Education Office upon hiring
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

DEADLINE: Open until filled. Submit letter of interest, Penta application, transcripts, and résumé.

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perryburg, OH 43551