

SECONDARY CLASSROOM TEACHER – BUSINESS EDUCATION

MAJOR DUTIES AND RESPONSIBILITIES:

Teaches knowledge and skills in one or more of the following subjects to secondary pupils: typing, shorthand, note-taking, bookkeeping, record keeping, office procedures, merchandising, business communications, data processing, and/or basic business.

Develops and organizes daily classes so that demonstration, instruction, and practice can be completed within the allotted time.

Demonstrates skills such as shorthand and use of office machines, and techniques such as those used in merchandising. Prepares and/or provides appropriate instructional aids and display materials to enhance learning.

Instructs pupils in use, care, and safe operation of typewriters, calculators, duplicating machines, transcribers, dictating machines, paper cutters, bookkeeping machines, thermofax, transparency producer, ten-key adding machines, PBX, and TWX.

Maintains surveillance over district-owned office equipment and supplies within the teacher's control to prevent loss or abuse.

Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom, where several kinds of activities may be taking place simultaneously.

Instructs pupils in importance and significance of accuracy, neatness, efficiency, individual resourcefulness, and good work habits in obtaining and retaining employment in business.

Evaluates each pupil's performance, knowledge, and skills in courses being taught, and prepares progress reports. Prepares employment references for pupils seeking employment in business occupations.

Maintains contact with business community to keep in touch with job entry requirements and current business methods and equipment as time and resources permit.

Develops weekly lesson plans and supplementary materials compatible with the basic instructional philosophy and curriculum of the District.

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Provides students with the opportunity to partake in daily patriotic observance. Education Code 52720.

Monitors classroom environment to ensure clean and safe conditions exist, notifying principal of any unclean or unsafe classroom conditions.

Monitors classroom activities making students responsible for putting materials, supplies, tools, etc., safely and neatly away at the end of the class session.