



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Business Education Teacher
<b>Payroll/Personnel Type:</b>	10 Month
<b>Reports to:</b>	Building Principal

**Position Summary:**

St. Louis Public Schools is seeking talented Educators with a broad base of knowledge in curriculum and pedagogy. In this position, Teachers are expected to plan, organize and deliver programs of instruction that support the premise/core belief that all children can learn and implement activities that promote the learning goals and academic expectations. Our diverse student population deserves and appreciates Teachers who are committed and who have a passion for their work.

**Essential Functions:**

- Demonstrates - through hands-on training and classroom instruction - safety policies and practices required by federal and state laws, the school, district and the department
- Develops lesson plans and appropriate instructional aides stressing laboratory-learning methods
- Designs learning activities that will connect the mathematics to the students' physical world, to other content areas, and to construction concepts
- Supports the program of study, using a variety of instructional techniques, instructional media and technology
- Plans and conducts appropriate educational field experiences that further knowledge in area of teaching
- Participates and guides advisory committee meetings and activities
- Identifies senior student internship sites and supervises student placement
- Ensures student participation in Career and Technical Student Organizations (CTSOs)
- Analyzes and uses appropriate data to guide instruction and develop assessments
- Prepares for classes assigned and show written evidence of preparation upon request of the principal
- Demonstrates an overall knowledge of one's discipline(s) that allows him/her to teach to the student's ability levels and learning styles
- Maintains accurate, complete and correct records as required by law, district policies and administrative regulations
- Communicates expectations, criteria for assessment, student progress, and student strengths/weaknesses to parents and students
- Assesses students' special needs and collaborates with school services and community agencies to meet those needs
- Maintains confidentiality of information concerning students, colleagues, and parents
- Modifies own professional development plan to improve instructional performance and to promote student learning
- Demonstrates high standards of professionalism and ethics
- Performs other tasks, duties, and responsibilities as assigned

**Knowledge, Skills, and Abilities:**

- Possess strong and effective written and oral communication and presentation skills with all stakeholder parents
- Passionate about improving public, urban education and driven to make a difference

**Experience:**

- Four thousand (4,000) hours of Department-approved, closely related occupational experience obtained within the past ten (10) years



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**Education:**

- Bachelor's Degree or higher from an accredited college or university - **or-**
- Associate Degree from an accredited college or university and five thousand (5,000) hours of department-approved, closely related occupational experience within the past ten (10) years
- Valid Missouri Teaching Certificate or be eligible for a Missouri Teaching Certificate (or Missouri Career Education Certification)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***