



<b>POSITION TITLE:</b>	Marketing Education Instructor Northland Career Center
<b>F.L.S.A.:</b>	Exempt
<b>QUALIFICATIONS:</b>	Valid Missouri teacher certificate in Marketing Education Such alternatives to the above qualifications as the Board may find appropriate and acceptable Desire to continue career improvement by enhancing skills and job performance
<b>REPORTS TO:</b>	Director of Northland Career Center
<b>TERMS OF EMPLOYMENT:</b>	Teacher contract plus extended days, with benefits according to Board policy.
<b>JOB GOAL:</b>	To provide quality education and training, relevant to current industry standards, and to ensure students' success in employment or continuing education.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ol style="list-style-type: none"><li>1. Works with the program's advisory committee to maintain current industry standards; incorporates current practices from business, industry and education to support instruction.</li><li>2. Maintains positive relationships with employers and area training stations as needed for the internships.</li><li>3. Develops and maintains industry relevant curriculum, syllabi and related instructional activities.</li><li>4. Assists in the management of budget expenses to support instructional activities.</li><li>5. Organizes classroom in a manner which is conducive to learning.</li><li>6. Maintains positive classroom management by setting and communicating high, consistent expectations for learning and achievement.</li><li>7. Prepares for classes assigned and shows written evidence of preparation upon request by immediate supervisor.</li><li>8. Employs a variety of effective instructional strategies consistent with lesson objectives that meet the individual needs, interests, and abilities of the students.</li></ol>

9. Recognizes the teacher's responsibility for monitoring student progress and adjusting instruction accordingly; evaluates students' accomplishments and progress in a timely and consistent manner.
10. Prepares and grades assignments and examinations, and informs students of their academic progress and competency attainment.
11. Maintains academic and attendance records.
12. Develops relationships with business and industry to remain current and secure internship opportunities for students.
13. Oversees on-the-job activities of students participating in the Internship Program.
14. Assists students in obtaining related employment upon successful completion of the program.
15. Attends meetings; participates in faculty, grade level and subject area committees and sponsorship of activities.
16. Conducts an annual program self-evaluation and submits results to director.
17. Evaluates overall program effectiveness and makes necessary program adjustments based upon evaluation results.
18. Promotes Career and Technical Student Organization memberships and participation.
19. Maintains and handles monies related to fundraising and student organization appropriately.
20. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
21. Strives to achieve the objectives and expectations of the Teacher Performance Evaluation Plan.
22. Displays appropriate personal and professional traits that exhibit a positive role model for students (Pirates ROCK).
23. Performs basic computer functions; uses Career Center software for recording grades and finding student information.
24. Utilizes smart boards, projectors and other instructional technology provided by the Career Center.
25. Abides by Missouri statutes, and school board and administrations' policies and regulations.
26. Ability to work to implement the vision and mission of the district

#### **OTHER JOB FUNCTIONS:**

1. Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
2. Takes all reasonable precautions to protect students, equipment, materials, and facilities.
3. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
4. Assists the administration in implementing all policies and rules governing student life and conduct, and develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
5. Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.

6. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
7. Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
8. Demonstrates effective human relations and communication skills.
9. Attends out of town meetings and training sessions as requested.
10. Maintains strict confidentiality.
11. Meets requirements to maintain Career Education certification.
12. Supports district/school decisions in a positive manner with the public, other staff, etc.
13. Performs all other duties as required or assigned.

#### **PHYSICAL DEMANDS:**

An individual who holds this position must have the ability to transmit information, in both verbal and written English, in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten materials. They must also be able to transport themselves to supervise students on internships.

#### **CONDITIONS AND ENVIRONMENT:**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time. Overnight travel may be required with students involved in DECA conferences.