



# RIALTO UNIFIED SCHOOL DISTRICT

## SECONDARY CLASSROOM TEACHER BUSINESS EDUCATION

### Job Description

#### DEFINITION

As a part of a secondary teaching assignment, teach one or more classes in the field of business education instruction to students in grades 7 through 12, and assists in other school programs as assigned.

#### ESSENTIAL DUTIES

- Teaches knowledge/skills in one or more of the following subjects to secondary students: typing, note-hand, accounting, record keeping, office production, merchandising, business communication, data processing, word processing, or basic business. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
- Instruct students in citizenship, basic communication skills, and other general elements of the course of study specific in state law and administrative regulations and procedures of the school district.
- Develops lesson plan and organizes daily classes so that demonstration, instruction, and practice can be completed within the allotted time.
- Demonstrate skills such as use of office machines, and techniques such as those used in merchandising. Prepare appropriate instructional aids and display materials to enhance learning.
- Instruct students in proper use, care, and safe operation of computer, typewriters, calculators, cash registers, duplicating machines, paper cutters, and other business machines. Makes minor adjustments and requests repairs to equipment as required.
- Provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Maintains surveillance over district-owned office equipment and supplies to prevent loss or abuse.
- Established 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 student's performance, knowledge, and skills in course being taught, and prepares progress reports. Prepares employment references for students seeking employment in business occupations.
- Maintains continued contact with business community to keep in touch with job entry requirements and current business methods and equipment.
- Evaluates, selects, and requisitions books, instructional aids, equipment, and instructional supplies and maintains required inventory records.
- Maintains professional competence through participation in inservice education activities provided by the District and/or by the District and/or in self-selected professional growth activities.

#### QUALIFICATIONS

##### Knowledge of:

##### Ability to:

- Communicate, when necessary, with parents and school counselors on the individual student's progress
- Identify student's needs, and cooperate with other professional staff members in assessing and helping students solve, health, attitudes, and learning problems

##### Experience and Education:

- Valid California Secondary Business Credential and EL Certificate
- Bachelor's degree or higher degree from an accredited college or university
- Fingerprints on file as required by State law
- TB Skin Test as required by State law

#### PHYSICAL DEMANDS

##### Physical class:

**Moderate Lifting** – 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

**Work area requirements:**

Regular classroom, in the common areas, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to traverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and buses.

**Physical Requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours	Kneeling:	Not required
Frequently/Medium - 3 to 6 hours	Sitting:	Occasionally
Constantly/High - 6 to 8 hours plus	Walking:	Frequently
Stooping: Occasionally	Push/Pull:	Occasionally
Bending: Occasionally	Standing:	0-30 minutes to 1 hour
Lifting: Occasionally	Carrying:	Frequently
Reaching: Occasionally	Fingering:	Occasionally
Handling: Frequently	Sitting:	0 or may sit 60 minutes a day
Grasping: Frequently	*Driving: Must have ability to get to inservices meetings	

***\*Possession of a current California Driver’s license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

Twisting:	Not required	Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently	Reaching below shoulder level:	Yes - Frequently
Forward should/neck flexion:	Yes - Occasionally		
Reaching above should level:	Occasionally		
Reaching to shoulder level:	Yes – Occasionally to put up classroom decorations		

**Sensory requirements:**

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Has own air conditioning/heating may break down	Fluorescent lights:	Yes, all day long
Noise:	Must be able to work around “productive noises”	Working outside:	5% of the day
Odor:	Not required	Working inside:	95% of the day
Humidity:	Yes, occasionally	Floor may be slippery at times:	Yes, when painting
Moisture:	Not required	Working in close quarters with others:	Yes, all day long

**This job requires:**

Alertness:	Yes	Attention to detail:	Yes
Recall of names and dates:	Yes	The use of two hands:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees			

**Ability to deal with psychological factors:**

Team work:	Yes	Level of responsibility:	High
Frustration:	Medium	Must keep up with schedule:	High
Repetitive tasks:	Yes	Able to work overtime as needed:	High
Dealing with angry parents, students:	Yes		

**Physiological Factors:**

Must maintain a high level of consciousness: Yes  
 Orientation to time, place or person: Yes  
 Ability to read at 12<sup>th</sup> grade level: Yes  
 Ability to comprehend and follow directions: Yes  
 Able to keep up a high activity level during the shift: Yes

MT: 11/2010

**AN EQUAL OPPORTUNITY EMPLOYER  
 RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**