



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: Business Education Instructor

QUALIFICATIONS: 1. Florida Professional in broad field of Business Education

REPORTS TO: Director of Osceola Technical College (oTECH)

POSITION GOAL: This position is involved in planning, organizing, and implementing the Business Education Program.

PERFORMANCE RESPONSIBILITIES:

1. To disseminate schedules and manage the use of the business education labs and be responsible for maintaining a conducive learning environment.
2. To teach the business education program and help coordinate the cooperative method.
3. To assist in the preparation of the annual budget and to operate the department in a fiscally sound manner.
4. To serve as secretary of the business education advisory committee.
5. To assist in the recruiting, hiring, orientation, and training of new instructors as needed.
6. To have the ability and willingness to work in cooperation with the administration and other employees and to promote a friendly, professional, caring and courteous atmosphere in the classroom, the business education labs, and the community at large.
7. To secure the required supplies, materials, equipment, textbooks, etc., for the business education instructional program.
8. To develop or acquire competency-based curriculum and prepare appropriate lesson plans.
9. To assist in collecting for FTE and other accountability purposes.
10. To demonstrate personal growth by participation in professional organizations and attending workshops and other inservice activities on a regular basis.
11. To contact the business community to survey types of programs and instruction needed for job preparation and updating skills.
12. To service as advisor for Phi Beta Lambda, the student organization.
13. To meet appropriate hygiene and appearance guidelines as defined by oTECH in meeting the school's image and philosophies.
14. To perform other duties as assigned by the oTECH Director.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule
May include up to 39 additional duty days as needed.
Based on enrollment, may be requested to work split shifts.

EVALUATION: Performance in this position will be evaluated by the Director of Osceola Technical College (oTECH)