

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

- x 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.
- x 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.
- x Develops lesson plan and organizes daily classes so that demonstration, instruction, and practice can be completed within the allotted time.
- x 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.
- x 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.
- x Provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- x Maintains surveillance over district-owned office equipment and supplies to prevent loss or abuse.
- x

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 photocopier 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
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus
Stooping: Occasionally
Bending: Occasionally
Lifting: Occasionally
Reaching: Occasionally
Handling: Frequently
Grasping: Frequently

Kneeling: Not required
Sitting: Occasionally
Walking: Frequently
Push/Pull: Occasionally
Standing: 0-30 minutes to 1 hour
Carrying: Frequently
Fingering: Occasionally
Sitting: 0 or may sit 60 minutes a day
*Driving: Must have ability to get to inservices meetings

*Possession of a current California Driver's license, a DM