



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: Business Education Teacher

QUALIFICATIONS:

- Hold a valid Alabama Teacher's Certificate as related to the position.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: School Principal and Career Tech Coordinator

SUPERVISES: Students and assigned personnel

CONTRACT DAYS: 197 days.

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: The Business Education Teacher will provide engaging, standards-based instruction in business, marketing, finance, and related fields. The teacher will also serve as the Cooperative Education (Co-Op) Coordinator, facilitating workplace learning opportunities for eligible students. This position supports college and career readiness by preparing students with real-world skills and experience.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Demonstrate competency in the use of computers and available technology.
11. Contribute to the overall development of an effective school program.

12. Know teaching subject area and be properly certified.
13. Organize and communicate subject matter.
14. Follow courses of study prescribed by the State Board.
15. Develop, correlate and supervise the use of instructional materials.
16. Organize and manage a classroom conducive to successful learning experiences.
17. Evaluate student performance and progress.
18. Provide individualized instruction as required.
19. Record and maintain necessary records and reports.
20. Provide supervision and discipline.
21. Work constructively with parents, students and other teachers.
22. Supervise the distribution, use, care and inventory of textbooks and other school provided devices.
23. Determine student needs and objectives.
24. Implement activities using a variety of techniques that utilize instructional time to meet objectives.
25. Engage in personal professional growth and demonstrate professional ethics and leadership.
26. Communicate concerns and requests to administrators in an appropriate and timely manner.
27. Maintains contact with business/industry community to keep abreast of job entry requirements, current technology and practices in the designated content field, and for student referrals and placement.
28. Deliver instruction in courses aligned with the Business Management & Administration Career Cluster.
29. Integrate Microsoft Office Suite and other productivity software applications into daily instruction to build technical competency.
30. Provide students with practical, real-world assignments and simulations that reinforce business operations, administrative support, and decision-making processes.
31. Facilitate student learning of employability skills, including time management, professional communication, teamwork, and problem-solving.
32. Embed financial literacy, workplace safety, and digital citizenship into business coursework.
33. Prepare students to earn recognized industry credentials (e.g., Microsoft Office Specialist certifications).
34. Utilize technology and hands-on projects to deliver engaging, standards-based instruction that supports college and career readiness.
35. Sponsor career tech student organizations such as FBLA.
36. Maintain inventory of equipment.
37. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

PHYSICAL DEMANDS: Must be physically able to perform the essential job functions.

DATE OF LAST REVIEW: 06/17/2025

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: _____ Date: _____
Printed name of employee Signature