

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/03 <small>Effective Date</small>	<u>TEACHER, ACCOUNTING CLUSTER</u> <small>Job Title</small>	1.4.6.18A <small>Index</small>
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1. **Primary Function:** Instructs professional technical education classes in accounting, finance and financial systems and supervises student activities related to the above so that students develop the skills, knowledge, and attitudes related to employment in financial services.

2. **Responsible to:** Building Principal or Designee.

3. **Assigned Responsibilities:**
 - 3.01 Teaches occupational knowledge and skills in areas such as accounting, finance, financial systems, leadership, personal development and career preparation subjects as assigned.
 - 3.02 Cooperates with other business education staff in promoting activities of the Future Business Leaders of America Chapter (FBLA).
 - 3.03 Organizes and maintains an active financial services advisory committee.
 - 3.04 Coordinates the placement, supervision, and evaluation of students on internship and cooperative work experience sites as assigned.
 - 3.05 Matches activities and materials to individual and group skills and needs.
 - 3.06 Designs or selects and uses planned sequences of instruction for the development of occupational skills and knowledge.
 - 3.07 Ensures that instructional activities and materials are clearly related to District, school, program, course goals and objectives.
 - 3.08 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
 - 3.09 Establishes and maintains an orderly and supportive classroom and laboratory environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.10 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.11 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.12 Makes sure students understand what to do before undertaking assignments.
 - 3.13 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.14 Uses a grading system that is consistent, fair and supportable.
 - 3.15 Selects and requisitions required instructional equipment, supplies, and materials.
 - 3.16 Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records are accurate and current.
 - 3.17 Supervises students in out-of-classroom activities as assigned.
 - 3.18 Participates cooperatively in school, area and district-wide activities.
 - 3.19 Follows specified standards, policies, and procedures of the building and District.

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4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for the assignment, special Professional Technical Endorsement or other licensure satisfying TSPC requirements for teaching professional technical courses in financial services.
- 4.02 Demonstrated ability to relate positively with students, teachers, administrators, employers, parents and the community.
- 4.03 Demonstrate possession of the knowledge, skills, and attitudes necessary for employment in financial services.

Additional Qualifications

- 4.04 Professional Technical endorsement in Financial Services desired.
- 4.05
- 4.06

5. Minimum Term of Employment: Teacher Contract

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____