



## **CTE Business/Marketing Teacher**

The **Forrest City School District** is committed to excellent opportunities for students in the areas of academics, athletics and arts. Under the supervision of the building Principal the **Career Technical Education Business/Marketing Teacher** instructs the student in academic and technical content to provide students with the skills and knowledge necessary to enter an occupation.

### **I. Essential Duties and Responsibilities of a CTE Business/Marketing Teacher**

Observe and evaluate students' performance, behavior, social development and physical health

1. Prepare materials and classroom for instruction and class activities
2. Maintain accurate and complete student records as required by law, school policy and administrative regulation.
3. Establish and enforce rules for behavior and procedures for maintaining order among students.
4. Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.
5. Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
6. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
7. Instruct students in the knowledge and skills required in a specific occupation or occupational field, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies.
8. Prepare, administer, and grade tests and assignments to evaluate students' progress.
9. Assign and grade class work and homework.
10. Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
11. Enforce all administration policies and rules governing students.
12. Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
13. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
14. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
15. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

16. Sponsor extracurricular activities such as clubs, student organizations, and academic Contests.

## **II. Duties, Responsibilities, and Authority: CTE Business/Marketing Teacher**

- a. Utilize a curriculum map, plan lessons, deliver assessments, etc,
- b. Instruct and demonstrate how to apply knowledge and to develop skills
- c. Demonstrate and supervise the safe and proper use of tools and equipment
- d. Monitor students' progress, assign tasks, and grade assignments
- e. Discuss students' progress with parents, students, and counselors
- f. Develop and enforce classroom rules and safety procedures
- g. Meet expectations as assigned by administration

### **Education and Experience**

- Bachelor's degree or higher in an Arkansas approved CTE program.
- Able to obtain Arkansas Teacher Certification.