

Position: Business Instructor

Term: Fulltime

Classification: Certified

Location: Joplin High School

Qualifications: Valid Missouri Teaching Certificate, required  
Bachelor's degree, required  
Additional certification to teach marketing, preferred

Supervisory: No

Reports to: Principal

Joplin Schools is looking for an outstanding Business Instructor. This individual must have a strong background in business and the knowledge and skills to work effectively with high school age students. The ideal candidate should demonstrate a high level of enthusiasm, be energetic, and be capable of being a team member willing to work hard to help increase academic achievement.

**General Expectations:**

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

**Essential Functions:**

- Provide instruction to students
- Create and implement a classroom disciplinary plan
- Create lesson plans and activities to implement and supplement instruction
- Participate in building, grade level and subject area committees
- Participate in professional development activities
- Maintain accurate student records including attendance, grades and discipline
- Complete and submit forms and required reports in a timely manner
- Communicate regularly with parents regarding progress and other educational concerns
- Report suspected abuse, neglect, discrimination and harassments as directed by Board policy
- Prepare lesson plans for use by a substitute teacher
- Carry out all other duties as assigned.

**Physical Demands**

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously  
Move around the classroom  
Read handwritten or printed material

**Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment.**

Condition and environment of a typical classroom setting

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*