

# SEDALIA SCHOOL DISTRICT #200

**Job Title: CAPS Instructor - Business and Entrepreneurship**

## **About Us**

Queen City CAPS (Center for Advanced Professional Studies) is an innovative approach to educating and training our students. This is done through collaborative partnerships between our local industries, community organizations, and educational institutions. Students enrolled in CAPS are outside the classroom working in professional environments on real-world projects that are valuable to businesses and organizations. Our mission is to help students find their purpose and to strengthen our community.

## **Job Overview**

- Certified Staff salary schedule: Classroom Teacher
- Employed for a period of 184 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Building Principal and CAPS Director

## **Qualifications**

- Bachelor's Degree
- Teacher Certification in specified area by the State of Missouri
- Alternative Certification available to individuals with 4,000 hours of occupational experience in last 10 years
- Business field professional experience preferred
- Understanding the role of the classroom teacher and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Provide own transportation between CAPS host sites and Smith-Cotton High School
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Develop and deliver the curriculum as the lead instructor
- Promote professional development of students through industry standard profession-based practices
- Engage as a team member of the Queen City CAPS Program
- Develop and execute a course marketing plan for prospective students and parents
- Work with local post-secondary colleges and universities to facilitate concurrent credit opportunities

- Engage and nurture industry relationships for Queen City CAPS
- Possess a thorough understanding of, and an ability to relate to youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Available for consultation with students, parents and other personnel before and after regular school hours
- Handle requests, misunderstandings or difficulties through proper administrative channels
- Maintain order and discipline in the classroom as will best promote the welfare of the school
- Responsible for the safety, conduct and instruction of students in their charge and for students outside of class hours as assigned
- Responsible for the progress of students for whom they instruct
- Maintain current knowledge and skill in teaching methodology, subject matter and contemporary educational approaches
- Maintain accurate records for student reporting (grades, attendance, IEP, etc.)
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Take proper care of school facilities and equipment to prevent abuse and misuse
- Attend regular and special meetings as required by the administration
- Maintain communication and a working relationship with members of the staff and District Office staff
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Administrator

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.