



|| BUSINESS INSTRUCTOR ||

St. Teresa's Academy
2021-2022 Academic Year

The Academy is seeking a full time Business instructor to work with the Principal for Academic Affairs. This educator will support and integrate the values of St. Teresa's Academy and the Sisters of St. Joseph of Carondelet into the daily work and curriculum, igniting a passion for business, rigor, and excellence.

St. Teresa's is a Catholic, college preparatory high school accredited by the North Central Association/AdvancED. Committed to excellence in the education of young women, the Academy offers a rigorous academic curriculum combined with the latest technology, competitive athletic teams, award-winning fine arts programs, and a wide variety of extracurricular opportunities. St. Teresa's Academy educates young women to think critically, encourages them through Catholic values to love the dear neighbor without distinction, and empowers them to change the world.

RESPONSIBILITIES

- The duties of a Business teacher include creating lesson plans, preparing classroom activities, organizing teaching materials, evaluating student performance, maintaining classroom records, meeting with parents, teachers and other professionals, and participating in campus events
- Educate students to solve business problems, plan for future growth, and strategize how to run a business efficiently and effectively.
- Teach business-related courses such as accounting, human resources, labor relations, finance, marketing, advertising, and management.
- Teach business required courses and electives
- Attend departmental meetings, develop and update course curricula, purchase supplies within a budget, collaboratively plan experiential learning opportunities that include domestic or international travel and review textbooks
- Support the school's mission and the mission of the Sisters of St. Joseph of Carondelet

REQUIRED KNOWLEDGE, SKILLS, and EXPERIENCE

- A bachelor's degree in related discipline
- Secondary or Post-Secondary teaching experience preferred
- An understanding of best practices in education and service learning
- A demonstrated passion for inspiring young women through excellent instruction
- Ability to integrate technology into the curriculum
- Collaborative spirit in developing cross-curricular experiences for students
- Flexibility, optimism, creativity, high expectations, and an emphasis on student-centered learning
- Enthusiastic involvement in the school community outside the classroom
- Excellent communication skills, both written and oral
- Proven organizational skills
- Understanding of the Catholic faith, single-sex schools, and the mission of the Sisters of St. Joseph of Carondelet preferred

St. Teresa's Academy is an Equal Opportunity Employer