

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Ignite Entrepreneurship Program Facilitator
Reports To: Director of Secondary Programming

SUMMARY

Assists the Director of Secondary Programming in the effective and efficient development, implementation, and evaluation of the District's Ignite Your Future Program.

QUALIFICATIONS/REQUIREMENTS

- Equivalent of at least a Master's Degree program with extensive coursework and experience in career tech education.
- Valid Missouri Teaching Certificate.
- Five years of classroom teaching experience is preferred.

ESSENTIAL JOB DUTIES

Provide 3 hours daily of course facilitation to students in the Ignite Program:

- Meets and instructs assigned classes in the locations and at the times designated.
- Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
- Prepares for classes assigned and shows written evidence of preparation upon request of the Director of Secondary Education.
- Encourages students to set and maintain standards of classroom behavior.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Strives to implement, by instruction and action, the District's philosophy of education and instructional goals and objectives.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Evaluates student progress on a regular basis.
- Maintains accurate, complete, correct records as required by law, District policies and administrative regulations.
- Assists in upholding and enforcing school rules, administrative regulations and Board Policies.
- Makes provision, under reasonable terms, for being available to students and parents for education-related purposes outside the instructional day.
- Attends and participates in faculty meetings.
- Cooperates with other members of the staff in planning instructional goals, objectives and methods.
- Assists in the selection of books, equipment and other Instructional materials.
- Accepts a share of responsibility for co-curricular activities as assigned.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.

ESSENTIAL JOB DUTIES (cont'd)

- Establishes and maintains cooperative relations and a positive rapport with others.
- Provides for their own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced coursework at institutions of higher learning.

Additional duties required to foster community partnerships in support of program goals:

- Works with Success Ready Lead to make community connections- attend chamber meetings, meet with local business owners, and build fundraising opportunities.
- Works with Practical Arts Content Lead to evaluate program curriculum and differentiate instruction to meet the diverse needs of project ideas across pathways.
- Manages WSD apprenticeship program.
- Coordinates student mentor partnerships and weekly meeting times.
- Plans and facilitate weekly business site visits.
- Coordinates career professionals educational learning experiences.
- Plans and runs advisory board meetings to expand concepts and meet programming needs.
- Analyzes data to revise existing curriculum and instructional practices to improve student achievement.
- Demonstrates ability to analyze and utilize current research.
- Provides instructional strategies and various tools to aid the instructional process.
- Assists with overall evaluation of District initiatives and programs and develops strategies for improvement.
- Assists with the acquisition of appropriate textbooks and instructional materials.
- Provides leadership to meet the MSIP standards in curriculum and instruction.
- Demonstrates effective administrative skills, communications skills, organizational skills, problem-solving and decision-making skills.
- Demonstrates positive, professional relationships with District personnel, parents and community.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Works collaboratively to ensure student success.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Director of Secondary Programming.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with the current salary schedule and District policies.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of certified personnel.