

Job Title: **Marketing Education Instructor**

Qualifications: 1. State of Alabama Teaching Certificate with Marketing Education endorsement.
 2. Bachelor's degree acceptable; master preferred.
 3. Demonstrated ability to work well with teenagers.
 4. Demonstrated ability to meet the public well.

Reports to: Principal and/or Vocational Supervisor

Performance Responsibilities:

1. Find and maintain student-training stations in areas served by the marketing program.
2. File required information and reports on students and job stations.
3. Make appropriate visits to job sites.
4. Maintain professional relationships with students and industry.
5. Develop written training plans for all active cooperative students.
6. Visits job sites weekly and maintain a log of these visits.
7. Be familiar with Child Labor Laws and see that all parties involved comply.
8. Survey business and industry to determine potential jobs and placement for students.
9. Attend professional meetings that relate to professional development.
10. Enhance linkage and articulation between vocational and academic services.
11. Be regular and punctual in attendance.
12. Maintains confidentiality of any school or, school system-related business and records.
13. Develops and maintains proper and professional relationship with other employees.

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14. Performs other tasks as the principal and/or supervisors may reasonably request.

Terms of Employment: Twelve months a year. Salary in accordance with current salary schedule for vocational education. Travel expenses incurred through performance of assigned duties will be reimbursed at the current Board rate.

Approved: March 19, 1991