

**INSTRUCTIONAL SPECIALIST/BUSINESS EDUCATION**

Primary Function: To assist the administration and staff in the development of a long-range master plan for business education in the district.

Directly Responsible To: Assistant Superintendent

The instructional specialist in business education shall be responsible for coordination of the master plan for business education serving in a staff position working with teachers and administrators in the following areas:

1. Assist in the implementation of the business education master plan for the district.
  - a) Evaluate the status of the business education master plan for applicability, appropriateness and futurity.
  - b) Conduct a needs assessment that includes input from business and industry to determine future program direction.
  - c) Recommend revisions to the administration as needed.
2. Implement the revised courses in business education at the 7-12 level:
  - a) Provide staff development assistance for the new business courses.
  - b) Advise in the acquisition of equipment necessary to implement the new courses.
  - c) Advise in the modification of facilities necessary to implement the new courses.
3. Serve as a liaison to the community to improve the relationship with business education.
  - a) Assist in articulation of course offerings with local community colleges.
  - b) Serve as district representative on the business education advisory committee.
  - c) Develop a business education relationship with business and industry through Adopt-A-School.
  - d) Identify community resources that can assist in the improvement of the business education program.
4. Other duties associated with the development of a business education master plan as identified with the Assistant Superintendent.