

## Description

The Ballard R-II School District is seeking a highly qualified, student-centered, enthusiastic, and knowledgeable teaching candidates for a 7-12 Business and Technology Teacher for the 2025-2026 school year. Ballard is a small K-12, rural district with approximately 110 students, located between Adrian, MO and Clinton, MO on 18 highway; within 45 minutes south of the KC metro area and 20 minutes west of Truman Reservoir. A valid Missouri teaching certificate is required for this position. Successful candidates will possess the ability to actively engage students in the learning process and the ability to provide opportunities for individuals to achieve their maximum potential.

## Essential Duties and Responsibilities

- Develops and administers business education curriculum consistent with school district goals and objectives.
- Teaches knowledge and skills in one or more of the following subjects to secondary students: keyboarding, bookkeeping/accounting, office procedures, merchandising, business communications, personal finance, business law, computer applications, basic business or other business courses. Utilizes course of study adopted by the Board of Education, State of Missouri, and other appropriate learning activities.
- Attend work in a regular, reliable and punctual manner.
- Promotes a classroom environment that is safe and conducive to individualized and small group instruction and student learning.
- Develops lesson plans and utilizes instructional materials for subject area, and translates lesson plans into learning experiences to develop pertinent sequential assignments, challenge students, and effectively utilize the available instructional time.
- Conducts ongoing assessment of student learning and progress, modifies instructional methods to fit individual student's needs and conducts individual and small group instruction as needed.
- Implements district curriculum and assessments.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, professional development, workshops or department/district meetings, and/or by conducting research.
- Keeps accurate and complete records regarding grading and attendance as required by district/building procedures/policies.
- Encourages parental involvement in students' education and ensures effective communication with students and parents/guardians.
- Ensures that student behavior conforms to the school's standards and school/district policies, and establishes and maintains standards of student conduct needed to achieve an effective learning environment.
- Coordinates with other professional staff members, participates in faculty meetings, and serves on appropriate committees.
- Selects and requisitions appropriate learning materials/instructional tools consistent with district curriculum.
- Collaborates with the district core data specialist for any data collection needed.
- Establishes and maintains standards of pupil behavior needed to provide an orderly, productive environment in the laboratory-type classroom where several kinds of activities may be taking place simultaneously.
- Instructs pupils in use, care and safe operation of business equipment. Make minor adjustments and request repairs to equipment as required.
- Demonstrates skills such as: keyboarding, computer applications and use of office equipment, and techniques such as those used in business courses. Prepares appropriate instructional aids and display materials to enhance learning.

#### Other information

Send your completed packet (letter of interest, resume, completed certified application-found on our website, transcripts, teaching certification, and 3 letters of recommendation) to Stephanie Nold, Principal via email or US Mail to the following: [snold@ballard.k12.mo.us](mailto:snold@ballard.k12.mo.us) or 10247 NE State Rt. 18 Butler, MO 64730. You may also hand deliver your application to the address listed. Additionally, please follow up with a phone call to ensure your application has been received at 816-297-2656 or if you have questions about this position please call. The position will be open until filled. Ballard R-II School District is an equal opportunity employer.