



BUSINESS AND TECHNOLOGY INSTRUCTOR – Long Term Substitute

We seek an organized, self-motivated individual with excellent written and verbal communication skills who can follow and deliver established business curriculum to high school students in career and technical high school.

Description

Eastern Center for Arts and Technology is seeking a Long-Term Substitute for their Business and Technology program. The position is anticipated to run until the end of 2022-2023 school year. The **Business and Technology Instructor** will be responsible for teaching the established curriculum to two classes of high school junior and senior students, each 2 hours and 45 minutes long. The instructor will be teaching MS Office Applications, business communication skills, basic accounting, and interpersonal and soft-skills. The listing will be open until filled.

Requirements

Education:

Bachelor's Degree in business or education
Master's Degree preferred

Certificates and Licenses:

PDE teaching certificate in Business, Computer & Technology

Experience/Skills:

Microsoft Office Suite
Teaching experience is a plus
Working with teenagers is a plus
Related industry experience is a plus

Salary/Benefits/Terms:

- Competitive salary
- Excellent benefits including healthcare and retirement
- 7.5 hours / day from 7:30am – 3:00pm
Monday to Friday based on academic calendar
- Anticipated to run until the end of school year

To Apply: Submit letter of interest, resume, PA Standard Teaching Application and 3 letters of reference to Human Resources Coordinator, Eastern Center for Arts and Technology, 3075 Terwood Road, Willow Grove, PA 19090; fax to 215.784.4801 or email to hr@eastech.org.

It is the policy of the Eastern Center for Arts and Technology not to discriminate on the basis of race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities or employment as required by Title VI, IX, Section 504, and the Americans With Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities and facilities are acceptable to and usable by persons with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 3075 Terwood Road, Willow Grove, PA 19090. 215-784-4800.