

Fountain-Ft. Carson School District Eight

Job Description

Job Title: **Culinary Arts Teacher**
Pay Schedule/Grade: **Certified**
Prepared/Revised Date: **June 4, 2019**

Reports To: **Principal**
FLSA Status: **Exempt**
Work Year: **186 days**

SUMMARY: The Culinary Arts Career and Technical Education Instructor instructs students in Culinary Arts course work ranging from Introduction to Culinary Arts to courses articulated with the local community college. The CTE Instructor may also arrange internships, job shadowing, and/or college visits. This instructor will teach courses such as food safety and sanitation, food preparation, catering, baking, and other skills. An emphasis on ServSafe certification will be placed within introductory Culinary courses.

This position will be split between Fountain-Fort Carson High School and Welte Education Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Present subject matter to students, using various teaching methods and technology, adjusting teaching style and method to meet student learning style.	D
2. Counsel students to encourage and support student achievement and career planning.	D
3. Monitor, supervise, coordinate and enforce rule of conduct and behavior of assigned students; and reinforce positive student behaviors in accordance with school and District policy.	D
4. Observe, evaluate, report and record students' performance, behavior, social development, and physical health.	D
5. Prepare educational course outlines, objectives and materials according to curriculum guidelines and/or state and local requirements.	W
6. Instruct students individually and in groups, using various teaching methods (e.g., lectures, technology, discussions).	D
7. Establish and communicate clear objectives for lessons, units, and projects to students.	D
8. Prepare, administer, assign and grade tests and assignments to evaluate student progress, reporting grades using District software.	W
9. Collect and use data regularly from formative and summative assessments to guide instruction and future planning.	W
10. Prepare student, attendance and activity reports as required by administrators.	D
11. Communicate with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems and coordinate instructional efforts.	W
12. Maintain program compliance with program approval, to include advising for the appropriate career & technical student organization and maintaining a program advisory committee.	M
13. Maintain appropriate articulation agreements with local community college.	YEARLY
14. Maintain a Culinary Arts CTE Advisory panel with industry stakeholders.	M
15. Report and monitor VE-135 Initial Data Reports and conduct VE-135 Follow up Data Reports.	YEARLY
16. Maintain CTSO participation with FCCLA.	M
17. Maintain and supervise use of any kitchen/lab/technology equipment and document operational status.	D
18. Conduct necessary fundraising for student participation in regional and state CTSO competitions.	M
19. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in education or related field.
- Four thousand work hours in the last 5 years within the desired field. Secondary teaching experience is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess or be eligible for a Colorado Teaching License with a Career and Technical endorsement in the desired subject.

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- Must possess or be eligible for a Colorado full-time secondary vocational credential.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Broad knowledge of techniques and practices used in related industry.
- Ability to manage classroom and plan and execute lessons to meet the needs of a variety of learners.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to work effectively as member of multi-disciplinary team.
- Excellent interpersonal relations skills and strong oral and written communication skills.
- Ability to demonstrate critical thinking and problem solving skills.
- Strong knowledge in the areas of instruction, classroom management and discipline, positive behavior support and effective instructional strategies.
- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide education.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Principal

	POSITION TITLE	# of EMPLOYEES
Direct reports:		

- No direct supervisory responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, copy, instruct, analyze, coordinate, synthesize, negotiate, evaluate, compile, and use interpersonal skills. Frequently required to compare and compute.