

Impact Institute

JOB DESCRIPTION

DIVISION/DEPARTMENT:	Career & Technical Education
JOB TITLE:	Culinary Arts Instructor
REPORTS TO:	CTE Director
JOB GOAL:	To implement the State-Approved culinary curriculum to prepare students with entry-level knowledge and skill requirements in the food service field.
QUALIFICATIONS:	Current teaching license or the ability to obtain a Workplace Specialist License using work experience and/or college degree. An Associate's Degree or higher is preferred, but not required.
TYPE OF POSITION:	Full-time, 185 days
SUPERVISES:	N/A

KNOWLEDGE, SKILLS, & ABILITIES: Education and experience as a Chef in the food service industry.

PERFORMANCE RESPONSIBILITIES:

- Implement the culinary arts frameworks and program standards set by the Indiana Department of Education.
- Demonstrate instructional abilities in planning curriculum, including goal-setting skills.
- Evaluate students in theory and clinical practice.
- Effective written and verbal communication, with appropriate interactive skills dealing with students, peers and the community.
- Maintain school records effectively.
- Utilize learning resources such as media to implement competency-based education.
- Evaluate and update curriculum as needed.
- Encourage students to continue their educational process and assume responsibility for self-development.
- Teaches students the occupational competencies necessary for employment.
- Prepares course competency based outlines for each instructional course or program.
- Prepares detailed lesson plans and laboratory experiments for all units of instruction.
- Supervises all student clinical experiences.
- Develops a schedule for each semester.
- Reviews and selects instructional materials such as textbooks and audiovisual materials.
- Completes required requests for supplies and other instructional materials on a timely basis.
- Completes enrollment and follow-up reports.
- Assists in the development of an annual budget for the instructional program.
- Maintains a clean and safe classroom and laboratory environment.
- Recommends new and/or replacement equipment to be purchased for the program.
- Maintains proper inventory of all equipment and tools assigned to the program.
- Keeps equipment functioning and in good working order by establishing an effective preventative maintenance system.
- Maintains an active advisory committee, which meets twice a year.
- Visits industry for the purpose of developing good rapport with potential employers.
- Takes an active role in the advisement and counseling of students.
- Helps students find employment in an occupation related to training.

- Fulfills the requirements of career license certification by attending specified classes and workshops.
- Attends faculty meetings and workshops.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Wages and benefits shall be paid consistent with the DeKalb County Eastern Community School District's Collective Bargaining Agreement Compensation Outline. Length of work year and hours of employment shall be those established by Impact Institute.