



Mobile County PUBLIC SCHOOLS

Job Description Title – CULINARY ARTS TEACHER

SUPERVISED BY/REPORTS TO: Principal or his/designee and/or the Career Tech Supervisor

FLSA Designation: Exempt

JOB SUMMARY: The Culinary Arts Program delivers industry-based instruction that develops student competencies leading to post-secondary education or entry-level employment in Culinary Arts. It is part of Career and Technical Education (CTE).

QUALIFICATIONS:

- Valid appropriate Alabama teaching certification in Family and Consumer Science, **OR** Must have a Current License and/or Certification in Culinary Arts from the food service industry (e.g., American Culinary Federation, etc.), **AND**
- Three (3) years of verified work experience as a chef, dietitian, baker, or kitchen manager.
- **MUST HAVE** seven (7) years of full-time work experience (within the last ten years) in the field of Culinary Arts; **OR** regionally accredited postsecondary certificate/diploma program in culinary plus five (5) years of full-time work experience immediately prior to hiring; **OR** Regionally accredited postsecondary Associate's degree program in culinary plus three (3) years of full-time work experience within the last seven years prior to employment.
- Must pass the NOCTI Proficiency Exam for Culinary Arts (Commercial Foods 5167) within the first two years of employment. Expense of the exam is borne by the applicant/teacher.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The

performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

INSTRUCTIONAL

1. Introduces students to a variety of careers in culinary arts and hospitality.
2. Integrates Family, Career, and Community Leaders of America (FCCLA) Organization activities into curriculum to develop leadership skills.
3. Integrates soft-skill instruction into competency-based content areas.
4. Recruits students and sponsors for the Culinary Arts and Hospitality program with help from the Guidance Department. Supports students in industry relevant competitions, industry exploration activities, professional organizations and post-secondary initiatives.
5. Establishes objectives and plans learning experiences.
6. Provides instruction that is realistic in terms of current and future job specifications.
7. Develops career related instructional materials.
8. Provides related instruction with laboratory, or other occupational experience that is appropriate to the career objectives of the student. Plans and conducts appropriate educational field experiences.
9. Supplements the program with an appropriate learning environment enriched through the use of audio-visual aides, technology, special programs, auxiliary books and materials.
10. Creates active and visible links to the hospitality industry in order to produce internships/externships, and jobs for students.
11. Revises lesson plans based on student needs.

ORGANIZATIONAL

1. Works with school administration, career technical staff, community leaders, post-secondary institutions, students, parent advisory members, businesspeople, etc., to establish and maintain a successful program.
2. Participates in program and facility planning, equipment selection and procurement, and the establishment of a school-based laboratory for the Culinary Arts and Hospitality pathway.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives. Utilizes technology in learning activities.
4. Assists students to make informed decisions regarding their occupational goals.
5. Exhibits positive human relations skills. Maintains an environment which is conducive to learning with particular attention to safety practices, good housekeeping and student behavior.
6. Maintains and submits records and reports. Prepares annual budgets, orders instructional supplies and equipment according to district procedures and maintains inventory records as required.
7. Keeps records of student performance and attendance records and evaluates student's academic growth.
8. Establishes and maintains standards of student behavior needed to provide a safe, healthy, orderly and productive environment.
9. Maintains an active local school advisory committee. Sponsors/infuses co-curricular Career and Technical Student Organization (CTSO) experiences for students for the purpose of leadership development, advanced technical skills attainment, workforce readiness preparation and college career-readiness studies.
10. Creates a classroom climate and culture where students feel safe, free to take risks, accepted and included. Offer diverse learning opportunities that encourage student contributions and collaboration, and a growth mindset.

PROFESSIONAL

1. Complies with state and system level regulations and policies, including the rules of the Professional Code of Ethics for Alabama Educators.
2. Engages in continuous improvement and professional development, including earning appropriate industry certifications and maintaining those certifications.
3. Adheres to professional dress and grooming in accordance with district regulations. Serves as a role model for students.

4. Works cooperatively with special population teachers to modify and accommodate curricula as needed for students being served through special programs as identified in Individual Education Plans (IEP). Creates Career Technical Implementation Plan (CTIP).
5. Keeps informed of job entry requirements of the culinary career field and gives instructions to pupils in the rudiments of getting and retaining these jobs.
6. Performs other duties as assigned by the principal, the Career Tech Supervisor, and/or their designee.
7. Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.
8. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
9. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents for the purpose of maintaining the personal safety of students and employees.
10. Performs other duties assigned by principal, Career Tech Supervisor, or their designee.

OTHER REQUIREMENTS –

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the CTE Supervisor, or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the CTE Supervisor or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.