



EMPLOYEE NAME: _____

Created 5/11; Rev.7/11; 5/12; 10/12: 10/22

JOB DESCRIPTION

POSITION TITLE: Teacher, Culinary Arts	JOB CODE: 150
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKSDAY: 187
REPORTS TO: Principal	PAY GRADE: CIT2
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides quality standards-based instruction in Culinary Arts; assesses and encourages student progress, manages an effective learning environment to maximize student achievement.	

REQUIREMENTS:

1.	Educational Level: Associate Degree or higher in a Culinary Arts field or the equivalent industry certificates.
2.	Certification/License Required: Valid Georgia Teaching Certificate in in Culinary Arts (6-12), Food Management, or Quantity Food Occupations Cluster or be eligible for Professional Standards Commission (PSC) Trade and Industry (T&I) Technical Specialist Professional Foods Certificate
3.	Experience: 2 years occupational work experience in the Culinary Arts Industry with front of the house, back of the house, and management experience.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Teaches skills and knowledge in one or more Culinary Arts courses; Instructs pupils in workforce readiness skills and subject matter specified in state law and administrative regulations and procedures of the school district. Provides content-related and appropriate instruction based on state and local curriculum through a combination of classroom, laboratory, and co-curricular experiences.
3.	Develops lesson plans and organizes class time so that preparation, instruction, lab work, and cleanup activities can be accomplished. Integrates appropriate technology into classroom instruction. Prepares adequately for responsibilities to be assumed when absent.
4.	Demonstrates industrial materials, equipment, tools, and processes, using models, or other instructional aids, guides pupils in selection of appropriate elective projects or experiments. Provides community-based instruction and projects based on program guidelines and requirements.
5.	Facilitates/coordinates a rigorous Culinary Arts curriculum with career-related instruction; assesses and provides for differentiation to assure student progress while managing the learning environment.
6.	Complies with state and system level regulations and policies; including the rules of the Professional Standards Commission Code of Ethics for Educators.
7.	Integrates core content academics and embeds the CCGPS Literacy Anchor Standards for Technical Subjects within the program delivery of the Common Core Georgia Performance Standards (CCGPS) curriculum for Culinary Art's career pathways' courses.
8.	Maintains a record of student attendance and makes daily reports of student absences; evaluates each pupil's performance, knowledge, and skills.

9.	Model enthusiasm for Culinary Arts and demonstrates current innovations in the agricultural industry, including competition within global economy.
10.	Keeps informed of job entry requirements of the culinary career field and gives instruction to pupils in the rudiments of getting and retaining these jobs.
11.	Selects and requisitions instructional aids and equipment, maintains required inventory records, makes purchases as authorized; maintains professional competence through in-service education activities.
12.	Communicates with parents and school counselors on the individual pupil's progress; identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve problems; supervises pupils in non-instructional activities during the assigned working day. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.
13.	Participates in curriculum and other developmental programs; participates in faculty committees and may be asked to sponsor student activities. Attends school and District-level professional learning activities as directed.
14.	Maintains an active local school advisory committee for the curriculum area.
15.	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. Encourages and assists students in regional, state, and national competition preparation. Maintains all requirements as outlined by national CTSO to retain charter.
16.	Maintains industry credentials, license, and/or certification.
17.	Engages, conducts, and documents meeting minutes of an active local school Culinary Arts Advisory Committee for the curriculum area's career-related activities support.
18.	Adheres to all state guidelines required for the implementation of a successful program. Follows all county, state, and federal policies and procedures. Follows professional ethics in all work-related activities.
19.	Establishes and maintains industry and post-secondary connections to promote/encourage student participation in continuing education opportunities including Dual Enrollment, Joint Enrollment, and Articulation Credit programs.
20.	Maintains prompt and professional communication with parents. Provides classroom environment, which promotes active learning in subject area.
21.	Avoids behaviors that detract from staff morale.
22.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____