Title:	**Trades and Industry - Culinary Arts Teacher**	Pay Grade:	Teacher Salary Schedule
Reports to:	Principal	FLSA:	Exempt
Department	Campus Assigned	Length of Assignment:	12 months or as assigned

Summary

The Culinary Arts Teacher is responsible for preparing students for careers in the hospitality and culinary arts industry. Duties include, but not limited to, food preparation, ordering supplies, pricing, coordinating events, maintaining a clean and safe kitchen ensuring sanitation practices; monitor equipment quality and order new equipment as needed. Must be compliant with local, state and federal regulations established for food preparation and cleanliness in commercial kitchens. Consistently provide all students with appropriate learning activities and experiences to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society, and in college or career. Adhere to federal and state laws, as well as, district policies, procedures and regulations.

Major Responsibilities and Essential Functions:

Essential Functions

1. Develop and implement lesson plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lesson plans that reflect accommodations for differences in student learning styles and instructional needs with consistent and high levels of student engagement.

2. Use the Texas Essential Knowledge and Skills (TEKS) as the instructional objectives to plan teaching and present subject matter according to guidelines established by the Texas Education Agency, Board policies and administrative regulations.

3. Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and instructional needs of students assigned. Help students analyze and improve study methods and habits.

4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

5. Work cooperatively with other instructional program teachers that impact assigned students to determine instructional goals, objectives and methods according to district requirements.

6. Use technology to strengthen the teaching/learning process and promote student engagement.

7. Create a classroom environment that is conducive to learning and appropriate for the physical, social and emotional development of students.

8. Plan and supervise assignments of instructional aides and volunteers and oversee completion, as assigned.

9. Prepare students for industry certification exams within the program focus, in accordance with CTE guidelines.

10. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor; frequently follow-up until corrected.

11. Administer safety exams prior to allowing students to work with equipment/resources in the commercial kitchen.

12. Facilitate planning and implementation of banquet and catering events through culinary curriculum.

13. Administer industry certification exam(s) aligned to content knowledge. Provide instruction throughout the year to support 90% or above passing rates among Level I and Level II coherent sequence completers.

14. Remain current on state and industry requirements/standards; update all stakeholders of changes.

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15. Be responsible for receiving and maintaining textbooks, study materials, teaching supplies, and classroom equipment as provided by the district; keep a current inventory of all items and provide the inventory upon request; submit budget requests for supplies and equipment. Analyze collected data for program improvement and provide input, as requested, and submit reports to appropriate personnel.

16. Serve as an advisor of a co-curricular Career & Technical Student Organization (CTSO) and involve students with professional associations affiliated with Culinary Arts.

17. Seek out opportunities to lead students, other educators, and community members within and beyond the classroom to include work-based learning, internships and externships.

18. Identify a local hotel partner and schedule on site internships two (2) – three (3) days per week throughout the year for students enrolled in Level I and II courses.

Communication

19. Establish and maintain a professional relationship and open communication with parents, students, principals, colleagues and community members.

20. Conduct frequent conferences with parents, students, teachers and principals to ensure all student achievement is discussed and communicated.

21. Use clear, effective and professional communication.

22. Collaborate with local public and private culinary institutes of higher education.

Student Growth and Development

23. Provide formative and summative assessment of student achievement and use results to provide feedback and plan instructional activities.

24. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal taking all safety precautions.

25. Be a positive role model for students and support the goals and mission of the campus and school district.

26. Prepare students for the rigor of dual credit culinary courses.

Classroom Management and Organization

27. Manage student behavior in accordance with the Student Code of Conduct and student handbook.

28. Assist in the selection of books, equipment and other instructional materials.

29. Compile, maintain and file all reports, records and other documents required.

Professional Growth and Development

30. Participate in training and staff development activities to improve job-related skills, keep up with best practice, keep informed and comply with state, district, school regulations, in addition to state certification requirements.

31. Keep up to date with changes in the TEKS curriculum.

32. Attend and participate in faculty meetings and serve on staff committees as required.

Other Responsibilities

33. Attendance at the work site is required to meet the essential functions of the job.

34. Maintain a professional code of ethics; present a professional image in grooming and attire, and serve as a role model for all students.

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35. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.

36. Perform other duties as assigned.

Virtual and Online Teaching Duties (additional as assigned)

1. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

2. Be available by phone, email, or video conferencing during regular school business hours to confer with district personnel, students, and/or parents. Participate in meetings as required and/or coordinated by supervisors. Utilize the workday to plan, prepare, implement, and evaluate student work, lessons and activities.

3. Communicate with students and parents for a minimum of one time per week via phone, email, website, educator communication app, or video/virtual conferencing.

4. Respond to all correspondence from parents and students within the next business day of receipt.

5. Create a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal or district issued computer, phone system, video/instructional equipment, and peripherals; automated external defibrillator (AED) as assigned after receiving appropriate training; specialized trades and industry equipment and instructional aids.

Posture: Prolonged standing, sitting, frequent kneeling, squatting, bending, stooping, pushing, pulling and twisting

Motion: Repetitive computer work with frequent use of hands and wrists, frequent walking

Lifting: Regular lifting and carrying (less than 20 pounds); occasionally up to 35 pounds; may lift and move text books and classroom equipment

Environment: Work inside, outside, from home or location other than school building, and exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Qualifications

Bachelor's degree from accredited college or university preferred; culinary graduate preferred. Valid Texas teaching certificate with required endorsements or training for subject and level assigned. Certification/license: Valid Texas teaching certification in Trades and Industrial Education (requires endorsement for subject and level assigned and appropriate work approval). ServSafe Certified - Manager/Proctor certification required. Three (3) years within the last eight (8) years of wage-earning experience in an appropriate occupation and work approval. Industry related professional food service experience preferred. Demonstrated competency in the academic subject area assigned, knowledge of academic subject/s assigned, knowledge of curriculum and instruction, ability to instruct students and manage their behavior, strong organizational, communication and interpersonal skills. A minimum experience as a student teacher or approved internship preferred.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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