



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Culinary Arts Instructor
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Building Principal – with collaboration from the Division of Career & Technical Education

Position Summary:

Provides students with a program of study that teaches culinary arts skills, develops employability skills and reinforces academic skills.

Essential Functions:

- Supervises all students assigned in instructional activities
- Meet and instruct assigned classes in the locations and at the times designated
- Plans and develop curriculum to meet competency requirements for the occupational/academic areas
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes and interest
- Assesses and records student accomplishments on a regular basis through an approved grading system
- Maintains accurate attendance records on students and follows school procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences
- Evaluates and recommends instructional aide, textbooks and equipment
- Creates, attends and participates in advisory committee meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- Identifies senior student internship sites and supervises student placement
- As part of the program evaluation process, maintains a Program Improvement Plan
- Performs other duties and responsibilities as assigned
- Ensures student participation in Career and Technical Student Organizations (CTSOs)

Experience/Education:

- Hold a current Missouri Teaching Certificate OR
- Meet minimum qualifications for an initial Missouri Career Education Teaching Certificate which include:
 - 6,000 hours of culinary related work experience during the last ten (10) years
 - BA Degree from a four-year college or university in a related area and agree to complete all requirements leading to the issuance of a Missouri Career Education Teaching Certificate
 - Submit to a criminal background check
 - Missouri Career Education Teaching Certificate is required (district will apply for the candidate)



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Knowledge, Skills and Abilities:

- Proficient in the areas mentioned under **Essential Functions** and under **Experience**.
- Must put the interests of students' first, set high expectations and demand high quality performance.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.