



CLASSIFICATION DESCRIPTION

TITLE: Technical Tutor – Culinary Program

<u>Title of Immediate Supervisor:</u> Vocational Administrator	<u>Department:</u> School Operations, Career and Technical Education	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Assists the Career and Technical Education (CTE) teacher with program academics and curriculum offerings, including assistance in controlling student behavior and directing student to they can be successful in technical classes. Assists with providing classroom and hands on instruction.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises individual students or groups of students performing various tasks in class. Trains and coaches students in their Secondary Technical College (STC) classes.	Daily 70%
2.	Assists students in meeting prescribed treatment and/or Individual Education Plan (IEP). Complies with adaptations needed for individual students. Prioritizes student's needs as stated in treatment goals, IEP goals, or observations.	Daily 10%
3.	Assists the professional staff of the STC in the preparation of instruction, as well as testing and evaluating students.	Daily 5%
4.	Communicates to the treatment and/or school staff regarding student behavior and progress.	Daily 5%
5.	Enforces treatment team, school, and individual classroom rules and limits, especially regarding safety.	Daily 5%
6.	Assists teachers with individual instructional activities in both the classroom and the labs.	Daily 5%
7.	Performs other duties of a comparable level or type.	As required



CLASSIFICATION DESCRIPTION

TITLE: Technical Tutor – Culinary Program

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires:

- High school diploma or GED certificate;
- 60 semester or 90 quarter college credits OR a passing score on the ParaPro Assessment Test;
- One year of experience in restaurant operations, food service industry, or closely related field area;
- Experience assisting with teaching culinary/cooking skills.

Certification or Licensing Requirements:

Minnesota ServSafe Certificate (Required or acquire within six months)

Knowledge Requirements:

Requires knowledge of:

- Knowledge of and skills in restaurant cooking, structures and procedures.
- Knowledge of teaching secondary students cooking techniques and culinary skills.
- Knowledge of large kitchen equipment maintenance, safety and minor repairs.
- Knowledge of restaurant management, including but not limited to purchasing, receiving and ordering food products; cashiering; budgeting; catering.
- Knowledge of safe handling of food, food preparation, food safety and sanitary procedures.
- Knowledgeable in the philosophies and practices of vocational education.
- Considerable knowledge of grammar, including sentence structure.
- General knowledge of special education and areas of disabilities and providing support to emotionally-behaviorally disadvantaged students.
- Demonstrated ability to learn all aspects of the course including classroom materials.

Skill Requirements:

Skilled in:

- Presenting classroom or lab lessons to individual student or groups of students.
- Communication and Interpersonal skills.
- Technical skills in cooking and serving food and drink.
- Skill in use of cash register and/or point of sale software/equipment.
- Critical thinking skills.
- Basic skills in reading, mathematics and other content areas.
- Demonstrated ability to assess and make decisions about student behavior.
- Demonstrated ability to be flexible.



CLASSIFICATION DESCRIPTION

TITLE: Technical Tutor – Culinary Program

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk			√	
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is occasionally performed in wet or humid conditions, near moving mechanical parts, where fumes or airborne particles are present, where toxic or caustic chemicals are used, and where there is a risk of electrical shock when working with students in shop areas or labs.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		



CLASSIFICATION DESCRIPTION

TITLE: Technical Tutor – Culinary Program

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting. Revised by Human Resources 5.10.2013. Revised by HR 11/26/18.