

# FRANCIS TUTTLE

## Full-Time Personnel Job Description

**Job Title:** Daytime Culinary Arts Instructor

**Date:** March 2, 2026

**Department:** Trade & Industrial Programs

**Prepared By:** Denton Blevins

**Reports Directly To:** Culinary Arts Program Director

**Position Closing Date:** Position open until filled

**Job Group:** O

**Salary Range:** \*\$62,677 - \*\*\$73,807

Exempt

Non-Exempt

Certified

Grant Funded

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### Primary Function of Position:

Delivers a competency-based instructional program of approved curriculum in all coursework in the daytime culinary arts program. Instructors create a learning environment that motivates learners to achieve personal growth while meeting desired learning outcomes. The instructor also provides support to students through academic advising, mentorship, and career planning.

*Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.*

### Essential Job Functions:

1. Teaches students using individualized, project and competency-based instruction methodologies consistent with effective teaching practices.
2. Organizes and develops curriculum materials to implement a competency-based Culinary Arts program.
3. Utilizes Canvas platform and a variety of instructional delivery techniques with an emphasis on maintaining a student-centered approach with flexible delivery options.
4. Instructs students in safety procedures necessary for the safe operation of equipment and the care of materials, supplies, furniture, and facilities.
5. Collaborates and communicates effectively with other programs across the Francis Tuttle district when needed.
6. Maintains accurate student records including attendance, grades, disciplinary action, follow-up reports, and academic progress using school approved methods and tools and as required by district and state within identified timeframe.
7. Explores innovation and/or future technologies/trends in the Culinary Arts industry.
8. Recruits and maintains an active program Advisory Committee to ensure positive business and industry relationships, training experiences, and program marketability.
9. Fosters opportunities for students to transition from school to work through internships, job shadowing, and relevant practicum and capstone experiences.
10. Develops internal/external partnerships that enhance student learning and promote successful entry into the workforce.
11. Provides records and reports as required by the school district, and state educational agencies.
12. Advises and promotes leadership and skills development for all students through active participation in student organizations such as FCCLA, and or SkillsUSA.
13. Collaborates with staff from the Career Planning Center, Career Readiness & Development team, and the Education Enhancement Center to provide support services to past, present, and future students.
14. Assists in developing the program budget and operates within the program budget following established procedures.

15. Maintains professional competence and participate in school committees and in career technology education professional organizations.
16. Actively participates in Evening team meetings.
17. Ability to be present on the job as described under working conditions and contract details.
18. Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- High school diploma or equivalent required.
- Associates degree in Culinary Arts or Bachelor's degree in related field preferred.
- A minimum of 3 – 5 years' experience as an Executive Chef, Chef de Cuisine, or Executive Sous Chef in a restaurant, hotel, resort, or other hospitality outlet preferred.
- Must hold or qualify for a Secondary Vocational Teaching Certificate in Family and Consumer Science.
- Must hold or be willing to obtain ServSafe Manager Certification.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Exceptional verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

### **Working Conditions:**

Steady physical activity is required consisting of walking and standing. Long periods of standing, ability to lift 25 pounds and 50 pounds with lift assistance, low-level machine noise is encountered the majority of every day. Working with sharp knives, hot stoves, and standard culinary equipment. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

### **Organizational Relationship:**

Full-time, exempt personnel position reports directly to the Culinary Arts Program Director at the Rockwell Campus. Evaluated annually in accordance with the provisions of the Board's policy.

### **Contract Details:**

Ten (10) month contract (August 1<sup>st</sup> through May 31<sup>st</sup>) subject to annual renewal. Working days and hours are Monday through Friday, 7:45 a.m. – 3:45 p.m. Instructional position may require summer training and contract.

### **Benefits:**

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

\* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

\*\* *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

**Contact:**

Human Resources

12777 N. Rockwell Avenue

Oklahoma City, Oklahoma 73142

(405) 717-4625

Only persons of interest will be contacted.

**Disclaimer:**

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

Equal Opportunity E-Verify Employer