



NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: **CULINARY ARTS INSTRUCTOR**

QUALIFICATIONS:

- Minimum of six years of Culinary Arts Field experience with a High School Diploma required.
Associate's or bachelor's degree in culinary arts with at least six years of Culinary Arts Field experience preferred.
- Work experience and education that meets DE Department of Education Certification requirements for Skilled and Technical Sciences Instructor.
<http://regulations.delaware.gov/AdminCode/title14/1500/1559.shtml>

LOCATION: Delcastle High School

PERFORMANCE RESPONSIBILITIES:

1. Daily instruction in the Culinary Arts skills based on a prescribed competency-based curriculum and/or student and industry needs.
2. Develop and maintain a program/lab environment conducive to effective learning.
3. Employ a variety of instructional techniques and instructional media – to include safety, food preparation and presentation, baking and other related activities relating to the trade.
4. Maintain accurate and complete records as required by law, district, and administrative policy.
5. Establish and maintain an open basis of communication with students, parents, staff, administration, and community.
6. Develop and maintain a program/lab safety program appropriate to the lab setting.
7. Maintain and improve professional competencies in culinary arts field and effective instructional practices.
8. Assist in upholding and enforcing school rules and maintaining discipline according to handbook.
9. Assume responsibility for ordering supplies and equipment to meet the needs of the students.
10. Maintain a daily inventory of supplies and sales.
11. Establish and maintain a working advisory committee according to State and school regulations.
12. Perform other duties/tasks as assigned by the administration.