



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

Position Title:	Restaurant, Culinary & Catering Management Instructor
Payroll/Personnel Type:	10 Month
Job #:	8677
Reports to:	Building Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Restaurant, Culinary & Catering Management Instructor teaches culinary arts courses, manages classroom and commercial kitchen equipment and coordinates internship experiences for students. Supervise daily operation of the student-run café and student catering of district events. Develop, organize, and direct supplemental instruction provided by participating industry partner(s). Collaborate with industry partners and utilize an advisory committee of industry partners and school district representatives.

Essential Functions:

- Meet and instruct assigned classes in the locations and at the times designated
- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required
- Prepare lessons and adapt the curriculum for individual student differences
- Establish clear objectives for all lessons and communicate objectives to students
- Present the subject matter according to guidelines established by the
- Employ a variety of instructional techniques and media consistent with the needs and capabilities of the student groups involved
- Provide opportunities for students to participate actively and successfully
- Evaluate and provide feedback on student progress during instruction
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives and methods in accordance with district requirements
- Plan and supervise purposeful assignments for student teacher(s), educational assistant(s) and/or volunteer(s)
- Employ the use of technologies in the teaching/learning process
- Assist students in analyzing and improving methods and habits of study
- Assess the accomplishments of students on a regular basis and provide progress and report cards as required
- Maintain appropriate assessment evaluation documentation
- Assume responsibility for extracurricular activities as assigned and may volunteer to sponsor outside activities approved by the school
- Present for students a positive role model that supports the mission of the school district
- Create a classroom environment conducive to learning and appropriate to the maturity and interest of students
- Demonstrate flexibility and willingness to adapt to changes in a regular school day
- Establish a discipline management plan, maintain order in the classroom and administer discipline in accordance with board policies and administrative regulations
- Encourage students to set and maintain standards of classroom behavior
- Take all necessary and reasonable precautions to protect equipment, materials and facilities
- Manage allotted learning time to maximize student achievement



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- Assist in the selection of books, equipment and other instructional materials
- Provide as much as possible, a safe environment to protect students
- Establish and maintain open lines of communication with students and their parents concerning instructional expectations and student progress
- Maintain a professional relationship with all colleagues, students, parents and community members
- Promote the school in a positive manner within the school and community
- Use acceptable communication skills to present information accurately and clearly to colleagues, students, parents and community
- Participate in the district staff development program
- Demonstrate interest and initiative in profess
- Demonstrate human relations skills that are professional, ethical and responsible
- Keep informed of and comply with state, district and school regulations and policies for classroom teachers
- Compile, maintain and file accurately and correctly all reports, records and other documents required
- Administer standardized and other tests as required
- Attend and participate in faculty meetings and serve on staff committees as required
- Perform other duties as required

Knowledge, Skills, and Abilities:

- Possess ability to communicate (verbal and written)
- Ability to instruct and ability to maintain emotional control under stress.
- Knowledge of subject's assigned; general knowledge of curriculum and instruction and good knowledge of child growth and development is required.
- Specific knowledge and experience related to Culinary Arts and/or Restaurant Management is essential.
- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement.
- Possess willingness to interact on a personal level with parents.
- Demonstrate organizational skills related to all Essential Functions listed above.
- Demonstrate knowledge and ability to create an effective Parent Resource Center
- Demonstrate patience and compassion with students, staff and parents in a variety of settings.
- Develop trusting relationships with parents, teachers and students.
- Work effectively on a team and with parents.
- Work collaboratively with peers and others.
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions.
- Possess strong and effective written and oral communication and presentation skills with all constituencies.
- Passionate about improving public, urban education and driven to make a difference.
- Demonstrates initiative and problem solving capabilities.

Experience:

- 1-2 years' valid work experience within the field of restaurants, culinary, and catering atmospheres preferably with supervisory or management responsibilities.



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