

OPEN POSITION: HS CULINARY ARTS TEACHER / CTE COORDINATOR

POSTED: 1/29/2019

DEADLINE: UNTIL FILLED

1.0 FTE

SUMMARY:

The purpose of the **CULINARY ARTS TEACHER / CTE COORDINATOR** is to coordinate and facilitate the implementation of curriculum and instruction for the content area program listed above for the purpose of increasing students' knowledge, understanding and skills.

The position reports to the Superintendent or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Demonstrates a leadership role for the purpose of developing, implementing, coordinating, and evaluating curriculum in the district.

Serves as a consultant in the selection of instructional materials and equipment, advisor of extracurricular activities, and recommend new programs and changes to existing programs for the purpose of providing guidance to the district.

Knowledgeable in the latest developments and trends in the field of the above content area for the purpose of implementing researched-base instructional practices into daily instruction.

Implements a comprehensive assessment system (e.g. formative, interim, and summative) for the purpose of monitoring student achievement and utilizing the data to guide and inform instruction.

Maintains and communicates standards of pupil behavior and classroom management expectations for the purpose of providing a safe and secure environment conducive to learning.

Coordinates, monitors and efficiently move students (individually or groups) to various locations within the educational setting for the purpose of ensuring student safety or order within the educational setting.

Maintains and reports required pupil accounting, student achievement and inventory management record systems for the purpose of accurately collecting and reporting student demographic and achievement data and accounting of district resources/inventories.

Utilizes and operates standard district/school technology (e.g. email, telephone, computer, etc.) for the purpose of improved communications and job efficiencies.

Utilizes and operates standard district/school equipment (e.g. laminator, copier, audiovisual, etc.) for the purpose of preparing resources to be utilized by students within the instructional setting.

Understands and implements Board of Education Policy, Administrative Guidelines, and organizational practices for the purpose of consistency and compliance.

Completes all district CTE documentation and reporting requirements for CTE programs.

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Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

The position is responsibility for the supervision of students (e.g. individual and small/large groups). In addition, the position may also supervise parents and volunteers with the educational setting or school sponsored events.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *Minimum of two full years (4,000 hrs) of recent and relevant occupational experience*

CERTIFICATE, LICENSES, REGISTRATIONS

Highly qualified as defined by the requirements of the Elementary and Secondary Education Act (ESEA), as known as No Child Left Behind (NCLB). Previous experience is preferred but not required.

- | | |
|---|--|
| <input type="checkbox"/> High School Diploma (minimum) | <input checked="" type="checkbox"/> Teaching Certificate: |
| <input type="checkbox"/> Associate's Degree (minimum) | - CTE Certification in appropriate area or field (multiple). |
| <input checked="" type="checkbox"/> Bachelor's Degree (minimum) | - ServeSafe and/or ProStart certification required |
| <input type="checkbox"/> Master's Degree or higher (minimum) | |
| <input type="checkbox"/> | |

LANGUAGE SKILLS

Ability to read, write, comprehend, and interpret documents, instructions and correspondence. Clearly and concisely communicate (orally and in written form) information in one-on-one, small group, and large group settings to students, parents, community members and employees of the organization.

MATHEMATICAL SKILLS

Ability to accurately add, subtract, multiply, and divide units of measurement using whole numbers, common fractions and decimals. Compute rates, ratios, and percentages as well as draw and interpret various graphs. Apply mathematical calculations and problem solving techniques in daily practical situations

REASONING ABILITY

Ability to apply common sense knowledge and understanding of situations to carry out oral and written instructions. Utilizes situational awareness and reasoning to solve problems that involve few concrete variables in standardized situations.

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565

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OTHER SKILLS AND ABILITIES

Ability to develop effective working relationships with students, staff, parents and community.
Ability to perform duties with awareness of district requirements and Board of Education policies and administrative guidelines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; stand; sit; talk and hear; climb or balance; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to loud based on the situation and educational objectives. An acceptable noise level is a standard expectation within the educational environment.

APPLICANT SUBMISSION

Anyone interested in applying for this position should submit a letter of interest, resume, and transcripts to:

Brian Walmsley, Ed.S., Superintendent
Richmond Community Schools
35276 Division Road
Richmond, MI 48062
Or e-mail to: jthiel@richmond.k12.mi.us

NON-DISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062. (586) 727-3565