



## WESTERN ARIZONA VOCATIONAL EDUCATION Central Campus Culinary Instructor/Coordinator Job Posting

### **JOB SUMMARY**

This position reports directly to the Superintendent. The instructor/coordinator is responsible for working with District Office staff, college and school district partners, students/parents and the community to develop, maintain and promote a quality Career and Technical Education program.

### **DUTIES/RESPONSIBILITIES**

- Prepare curriculum and provide instruction based on the ADE CTE program standards and industry certification requirements for front and back of house in a culinary program.
- Participate in the instructional team to promote instructional best practices in regards to curriculum development, lesson planning, content delivery, data collection and student evaluation consistent with program and District goals.
- Maintain and follow procedures for student discipline, classroom management and supervision to ensure student safety and create a positive learning environment.
- Maintain student information including attendance, grades and behavior in accordance with Arizona Laws/Board policies.
- Plan, organize, coordinate, and supervise student related activities (work based learning, FCCLA, etc.).
- Serve as the advisor of the Career Technical Student Organization including activities at the local, state and national level.
- Act as the liaison to partner schools and community colleges to: develop, plan, and instruct programs; promote, recruit, enroll and monitor students; prepare and process student grades.
- Develop, update and maintain long range plan for the instructional program.
- Coordinate program evaluations and advisory meetings, program quality and delivery.
- Maintain, update and follow site safety plan and all necessary health department requirements.
- Plan, organize, coordinate, and supervise facility use and facilitate and monitor site maintenance/vendors.
- Supervise personnel assigned to the school as employees, volunteers or through purchased services.
- Identify and prioritize equipment needs/purchases, monitor expenditure of funds and provide support in procurement of items.
- Establish and maintain relationships with parents, students, staff and the community to foster positive working relationships.
- Assist with Governing Board requests, be knowledgeable of WAVE Governing Board policies and attend District meetings.
- All other duties as assigned.

### **QUALIFICATIONS**

- Must possess or be able to obtain an appropriate Arizona Career and Technical Education Family and Consumer Sciences Teaching Certificate. Other program requirements/certifications may be required to provide instruction on industry certifications.
- Valid IVP Fingerprint Clearance card or ability to obtain prior to start of employment. Ability to pass background check.
- Valid Arizona Driver's License.
- Teaching experience and administrative experience preferred with demonstrated leadership skills at the secondary level. Industry experience also strongly preferred.
- Exemplary written/oral communication skills and time management/organizational skills with the ability to work and collaborate with diverse populations and represent the WAVE CTED in a positive manner.
- Ability to use appropriate technology and industry tools/equipment and integrate into instruction along with willingness to deliver instruction utilizing various methods.
- Understanding of both education and business/industry.
- Ability to travel for employment and work extended hours as necessary.

### **PHYSICAL QUALIFICATIONS**

The position requires standing, sitting, walking and reading along with fine motor and mechanical skills. It may require occasional lifting of up to 50 lbs. and on rare occasion up to 100 lbs. There may be exposure to hazardous chemicals and biological agents and the instructor must follow OSHA/MSDS requirements. Extended time on electronic devices/technology may also be necessary.

### **SALARY AND TERMS**

- 10-month, full-time position with additional days/duties included as part of administrative stipend.
- Salary range \$42,000 to \$59,400 based on education, experience and qualifications.
- Full time benefits including individual health insurance (medical, dental, vision).
- Participation in the Arizona State Retirement System with District matched contribution.
- Opportunity to earn additional pay through Classroom Site Fund (Prop 301).
- Personal days, sick days and holidays based on Board policy.

## **APPLICATION PROCEDURE**

- Complete the Western Arizona Vocational Education Instructor Application (provided upon request to the Superintendent at [awest@wavejted.org](mailto:awest@wavejted.org) or at [www.wavejted.org](http://www.wavejted.org)) and supporting documents as listed on the application.
- **Application deadline April 9<sup>th</sup>, 2021. Position is open until filled.**

All questions/contacts concerning this position should be emailed to Amy West, Superintendent at [awest@wavejted.org](mailto:awest@wavejted.org).

**Submit completed application packet to:  
Western Arizona Vocational Education District #50  
Attn: Amy West  
PO Box 7000 • Kingman, AZ 86402  
Phone: 928-753-0747 • Fax: 928-718-4958**