



Ventura Adult and Continuing Education
Ventura Unified School District

POSITION: Culinary Arts Coordinator/Instructor

Ability to design and deliver a Culinary career pathway in a correctional institution. Candidate will have significant knowledge of food preparation, event planning, restaurant management, and customer relations. They will also have the ability to use diverse teaching strategies to meet student's learning styles, abilities, interests, cultural backgrounds, and apply classroom management principles that support proper classroom discipline and ensure that students remain on task. Candidate will refine curricula based upon recommendations from an employer advisory committee comprised of representatives from business and industry, develop and maintain positive contacts with employers, as well as provide timely and accurate reports of students' skills, job competencies, and attendance. Candidate will perform other duties as assigned by the Director/Principal.

QUALIFICATIONS:

- Should hold or qualify for a California Designated Subjects Career Technical Education Teaching Credential in the Hospitality, Tourism, and Recreation sector.
- Applicants need three (3) years of work experience directly related to the industry sector to be listed on the credential.
- One (1) year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid, or unpaid. At least one of the required work experiences must be within the last five (5) years or two (2) years within the last ten (10) years, immediately preceding the issuance of the preliminary credentialing.
- Possess the ability to develop curricula, course outlines, and measurable outcomes in the area of instruction.
- Must have experience directly related to Culinary Arts.
- Experience of working in a correctional institution desirable.

RESPONSIBILITIES:

1. Apply a variety of appropriate teaching methods.
2. Develop and maintain an assortment of materials and training methods that meet current industrial standards.
3. Maintain a positive and stimulating classroom environment.
4. Demonstrate ability to prepare adult students for vocational placement.
5. Prepare appropriate reports and maintain records.
6. Counsel students as to academic progress, behavior and attendance.
7. Participate in staff meetings, curriculum development, and evaluation of the program.
8. Perform other duties as assigned.