

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/04 <small>Effective Date</small>	<u>TEACHER, HOSPITALITY & TOURISM CLUSTER</u> <small>Job Title</small>	1.4.6.9A <small>Index</small>
--	---	----------------------------------

1. Primary Function: Instructs professional technical education classes in food service, culinary arts and hospitality/tourism and supervises student activities related to the above so that students develop the skills, knowledge, and attitudes related to employment in food service occupations.

2. Responsible to: Building Principal or Designee.

3. Assigned Responsibilities:
 - 3.01 Teaches occupational knowledge and skills in areas such as food preparation, serving food, sanitation and safety, food service and hotel management, tourism, human relations and communication, and career preparation.
 - 3.02 Serves as advisor for a hospitality & tourism student leadership organization if assigned.
 - 3.03 Organizes and maintains an active hospitality & tourism advisory committee.
 - 3.04 Coordinates the placement, supervision, and evaluation of students on internship and cooperative work experience sites as assigned.
 - 3.05 Matches activities and materials to individual and group skills and needs.
 - 3.06 Designs or selects and uses planned sequence of instruction for the development of occupational skills and knowledge.
 - 3.07 Ensures that instructional activities and materials are clearly related to District, school, program, and course goals and objectives.
 - 3.08 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
 - 3.09 Establishes and maintains an orderly and supportive classroom and laboratory environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.10 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.11 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.12 Makes sure students understand what to do before undertaking assignments.
 - 3.13 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.14 Uses a grading system that is consistent, fair, and supportable.
 - 3.15 Selects and requisitions required instructional equipment, supplies, and materials.
 - 3.16 Ensures that materials and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.17 Supervises students in out-of-classroom activities as assigned.
 - 3.18 Participates cooperatively in school, area, and district-wide activities.
 - 3.19 Follows specified standards, policies, and procedures of the building and District.
 - Additional Responsibilities:
 - 3.20
 - 3.21
 - 3.22

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/04	<u>TEACHER, HOSPITALITY & TOURISM CLUSTER</u>	1.4.6.9B
Effective Date	Job Title	Index

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for the assignment or Professional Technical Teaching License satisfying TSPC requirements for teaching professional technical courses in food service, culinary arts and hospitality & tourism.
- 4.02 Demonstrated ability to relate positively with students, teachers, administrators, employers, parents, and the community.
- 4.03 Demonstrate possession of the knowledge, skills, and attitudes necessary for employment in food service occupations.

Additional Qualifications:

- 4.04 Professional Technical endorsement in Hospitality & Tourism desired.
- 4.05
- 4.06

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____