

SISSETON WAHPETON COLLEGE OFFICIAL DESCRIPTION

TITLE: Culinary Arts Instructor
REPORTS TO: Vice President of Academic Affairs
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings

Summary

As a faculty member, this position will perform instruction-related duties and responsibilities in accordance with the mission statement and policies and procedures of the College. The candidate will be responsible for instructing assigned courses in culinary arts, advising students, developing and following class syllabi, and developing and evaluating the effectiveness of class presentations.

Responsibilities/Duties

Develops course instruction for each class in accordance with the academic catalog.

Develops tests and visual aids.

Participates in instructor evaluation, assessment of student academic achievement and demonstrate modification of teaching techniques in accordance with assessment feedback.

Incorporates Dakota culture in science courses.

Develops in-house programs and practices to identify developmental needs.

Posts and maintains office hours as specified.

Maintains an awareness of new instructional technology and advances in teaching and learning theory, and applies where appropriate.

Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.

Attends and participates in professional development workshops.

Participates on College committees and in faculty/staff meetings.

Participate in instructor evaluation, assessment of student academic achievement and demonstrate modification of teaching techniques in accordance with assessment.

Education

- Bachelor's degree in Culinary Arts, Hospitality, Food Service Management, or related field or 5 years' experience. Previous teaching experience.

Minimum Qualifications

- Two years full-time, or equivalent part-time, teaching or training experience in Culinary Arts.
- Significant professional experience in food service operations, including substantial responsibilities in purchasing and inventory management.
- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Evidence in professional discipline with emphasis on food purchasing and inventory management, professional development, and/or scholarly activity.
- Flexibility and creativity in problem-solving.
- Ensure compliance with all local, state, and federal health code requirements.
- Able to instruct all levels of baking or cooking, sanitation and management in a lab or lecture setting.
- Instruct courses specifically in baking, pastry, culinary arts, garde mange, restaurant management lab classes and lecture classes.
- Ability to teach flexible schedules.
- Proficient with office machinery.
- Evidence in professional discipline with emphasis on food purchasing and inventory management, professional development, and/or scholarly activity.
- Flexibility and creativity in problem-solving.
- Ensure compliance with all local, state, and federal health code requirements
- Able to instruct all levels of baking or cooking, sanitation and management in a lab or lecture setting.
- Instruct courses specifically in baking, pastry, culinary arts, garde mange, restaurant management lab classes and lecture classes.
- Ability to teach flexible schedules.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality. Displays high standards of ethical conduct. Exhibits honesty and integrity.

Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

