

## **JOB DESCRIPTION**

**Position:** Hospitality/ProStart Teacher

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The Hospitality/ProStart Teacher is assigned to deliver a comprehensive instructional program of study. The teacher is responsible for the facility as a classroom and as a restaurant operation, the equipment, the curriculum, maintaining safety and sanitation regulations. The teacher is also responsible for complying with federal, state and local laws, policies and procedures for career/technical education.

**Qualifications:** Holds or qualifies for a Vocational Certificate or Permit endorsed for Culinary Arts, Food Preparation or Food Service.

**Length of Employment:** 200 Days

**Responsibilities:** The Hospitality/ProStart Teacher shall have the following responsibilities and duties:

1. To implement, evaluate and improve the program of study developed by the state and county in the specialization to which the teacher is assigned.
2. To foster a classroom climate conducive to learning.
3. To utilize instructional management systems models that increase student academic achievement.
4. To monitor student progress toward mastery of the instructional goals and objectives.
5. To communicate effectively within the educational community and with parents on a regular basis.
6. To meet professional responsibilities associated with the position.
7. To implement the activities required under the State Department of Education's Technical and Adult Education Services Policies and Procedures Manual and Public Law 94-482.
8. To provide a safe learning environment for students.
9. To provide a facility/operation that complies with applicable health and safety regulations.
10. To maintain equipment in safe, operational order.
11. To assist students in completion of goals and objectives necessary to obtain a National Restaurant Association credential.
12. To promote and/or assist in promoting the program by dissemination of information and recruitment, and engaging in professional hospitality services to the community and within the educational setting, as appropriate.
13. To implement and manage a school-based catering enterprise.

14. To maintain appropriate levels of supplies and materials necessary to teach the program's Content Standards and Objectives.
15. To maintain an advisory committee comprised of industry professionals.
16. To develop and maintain familiarity with appropriate post-secondary hospitality programs and scholarships for such programs.
17. To sponsor vocational clubs appropriate to the specialization.
18. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education and/or county Board of Education.
19. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
20. To identify and refer for screening and evaluation any child who has learning deficiencies.
21. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
22. To complete duty assignments as designated by the principal.
23. To communicate to parents/guardians the progress and/or deficiencies of students.
24. To accept responsibility for students assigned.
25. To supervise students at all times in accordance with state, county and school policies.
26. To attend all faculty senate and other required meetings.
27. To fulfill annual continuing education requirements and attend other required training programs.
28. To take student attendance as legally required and in accordance with county policy.
29. To accept reasonable extra duty assignments necessary for a successful school program.
30. To maintain professional work habits.
31. To maintain and upgrade professional skills.
32. To perform other duties as assigned by the principal.