

**Arkansas Department of Career Education**  
**CERTIFIED VOCATIONAL TEACHER (Culinary)**  
**Job Vacancy Announcement**

**Recruitment Period: October 10, 2016 through October 24, 2016**

**Position Number: 22081766 Class Code: E043C Grade: C117**

**Entry Level Salary: \$32,249.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an CERTIFIED VOCATIONAL TEACHER position. The Certified Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Food Service Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached CERTIFIED VOCATIONAL TEACHER Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., October 24, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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**CERTIFIED VOCATIONAL TEACHER Functional Job Description**

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**Position Summary**

The Certified Vocational Teacher is responsible for instructing students in vocational education programs, developing or revising curriculum, maintaining classroom records, and conducting advisory committee meetings. This position is governed by state and federal laws and agency/institution policy.

**Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in the vocational area being taught; plus three years of experience in the vocational area being taught. Must hold, or be qualified to obtain upon hiring, a teaching certificate or vocational permit by the Arkansas Department of Education in area being taught, in accordance with ACA 6-17-401, 6-17-402, and 6-17-403. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**Job Duties and Responsibilities**

Instructs students in vocational education programs by lecturing in classroom and laboratory setting, developing and providing individual instruction as required, and arranging field trips and guest lectures. Evaluates student performance by grading classroom work, observing laboratory skills, and counseling students on personal and educational problems. Develops or revises vocational education curriculum by researching educational and professional material, reviewing and selecting textbooks, developing course outline and objectives, and preparing lesson plans and instructional aides. Maintains classroom records, including attendance records, personnel data, competency files, progress reports, and graduate follow-ups. Orders and/or requisitions and inventories supplies and equipment. Assists in scheduling of classes and use of equipment and registration of students. Conducts advisory committee meetings concerning curriculum, job vacancies, and student recruitment. Prepares and presents information to public schools and civic organizations and sponsors student clubs and organizations. Attends various workshops and conferences. Performs other duties as assigned.

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**Job Duties and Responsibilities continued**

Instruct special needs students the basics of food and kitchen safety, food preparation, and making healthy choices and substitutions when cooking, according to the highlighted objectives of each lesson.

Choose recipes that demonstrate key nutrition, food budgeting, and food preparation lessons each week. Recipes will be provided by the Culinary Instructor and Culinary students. Assign students kitchen tasks that allow each individual to lean hands-on practice while improving their cooking skills. Supervise participants in the kitchen, encouraging proper technique and gentle redirection as needed. Facilitate class discussions on each cooking or food safety message, allowing participants to brainstorm how they might put new behaviors into action, discuss barriers to adopting new behaviors, and share ideas with their peers for overcoming barriers. Instructs students in Culinary, lecturing in classroom and computer laboratory setting, developing and providing individual instruction as required, and arranging field trips and guest lectures. Additional instruction provided to develop employability skills such as: job searching and networking, interview skills, proper business attire, business etiquette, goal setting, coworker relations, and encouraging students to look forward towards attending class and entering the workforce. Assist students with applications, resumes, and letters of application. Evaluates student performance by grading classroom work, observing laboratory skills, and advising students on personal and educational concerns. Adapt and modify teaching methods and instructional materials to meet students' varying needs and interests. Manage student behavior by invoking approved disciplinary procedures. Develops or revises vocational education curriculum by researching educational and professional material, reviewing and selecting textbooks, developing course outline and objectives, and preparing lesson plans and instructional aids. Attend faculty meetings to keep abreast of developments within the department. Responsible for planning and attending professional development opportunities to keep current of trends within the field. Additional duties may include but are not limited to: basic computer and office equipment trouble shooting and repair, contacting service and equipment providers to schedule repairs maintenance, and replacement, producing and delivering group presentations to coworkers and peers.