



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE “B” JOB DESCRIPTION:

CULINARY ARTS ADVISOR

(HOLMDEL HIGH SCHOOL)

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience in working with students in club and community service situations (preferred).
3. Has prior experience working in culinary arts in a school setting.
4. Demonstrates abilities and skills in organizational and interpersonal relations.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

JOB GOAL: To supervise and coordinate the activities of the Culinary Arts Club while providing support for each participating student in achieving a higher level of personal skill, an enhanced appreciation for community service and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Meet with Club members a minimum of once per month during school hours.
 - b. Assists the Club members on developing goals for the year, which would be selecting a few suitable culinary projects for that age group, and experience level.
 - c. Assists the Club on developing a budget for its various culinary projects.

- d. Assists the Club on organizing a fundraiser, such as a bake sale, to raise nominal funds for Club activities.
 - e. Applies for grants to assist the Club in funding its various projects.
 - f. Meets with other school community groups one or two times per year, such as various honor societies, to work with that committee on completing projects that benefit the Holmdel school community.
 - g. Supervise Club members for a Club project after school hours.
2. Student Management
- a. Provides supervision of all students involved in the Culinary Arts Club during all times of involvement and oversees penalties for violation of such standards as stipulated by Culinary Arts Club guidelines, Board policy and school procedures.
 - b. Maintains necessary club roster, attendance forms, and similar paperwork and provides information to the principal as requested.
3. Professional Development
- Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
 - c. Promotes awareness of Culinary Arts Club activities through reports to the principal and other relevant audiences as well as by other communications activities.
5. Other Assigned Duties
- Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT:

The stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: July 27, 2016