



POSITION DESCRIPTION

Job Title: Culinary Arts Instructor School Year: 2026–2027

Annual Salary Range: \$51,000 - \$80,000

Department: Career and Technical Education (CTE)

Reports To: Director of CTE

JOB SUMMARY

St. Johnsbury Academy is dedicated to providing excellent offerings with exceptional teachers to our students in Career and Technical Education (CTE). The Culinary Arts Instructor is responsible for providing students with both the theory and application of practical skills related to the Hospitality and Culinary service fields. The instructor prepares students to successfully complete State proficiency assessments, earn Industry-Recognized Credentials, and meet SJA graduation requirements. Since many of our students also participate in SKILLS USA National competitions, and go on to earn industry-recognized credentials and pursue further education in the Culinary Arts field, the instructor will play a key role in preparing students for those endeavors.

Instruction is delivered through a combination of classroom-based learning and hands-on, experiential learning in a real-world environment, and SJA work-based learning experiences reflect current industry standards and best practices. St. Johnsbury Academy owns and operates the “Hilltopper Café,” a full-service restaurant open to the public where students practice culinary and service skills while making great food for the school and larger communities. The instructor helps to empower students with the technical, academic, and employability skills necessary to succeed in postsecondary education, advanced training, or direct entry into the workforce.

MAJOR RESPONSIBILITIES AND ACTIVITIES

- Prepare and deliver syllabi and instructional materials aligned with current best practices, CTE standards, industry skill standards, and graduation requirements.
- Design and implement instructional activities that integrate theory, applied academics, and hands-on technical skill development.
- Establish clear, measurable instructional goals that support diverse learners.
- Provide classroom and laboratory-based instruction, simulations, field experiences, and work-based learning opportunities on the Academy campus or in the larger community.
- Prepare students for State Skills Assessments and industry-recognized credentialing exams.

- Coordinate and supervise work-based learning projects.
- Develop and maintain industry partnerships including collaborating with partners regarding program initiatives and training methodologies.
- Monitor and evaluate student performance, and adjust instruction based on results.
- Communicate clear expectations and provide timely, constructive feedback.
- Maintain accurate student records and submit timely reports.
- Manage classroom and culinary materials and resources.
- Oversee and maintain the baking laboratory, including instruction in baking techniques, food safety, sanitation, and equipment operation.
- Collaborate with advisory committees, colleagues, families, and community partners.
- Promote leadership, teamwork, professionalism, and communication skills.
- Support student career planning and employability skill development.
- Establish high expectations and a positive learning culture.
- Engage students using varied instructional methods.
- Maintain a safe learning environment by enforcing safety procedures, equipment use, and regulatory compliance.
- Demonstrate SJA's core values of excellence, safety, integrity, and service to empower and prepare students to enter and succeed in technical career fields.
- Support student life at the Academy in advising, extra-curricular activities, and participation in school traditions and events.
- Perform other duties as assigned.

OTHER PROFESSIONAL OBLIGATIONS

- Stay current with industry technologies and safety regulations.
- Build and maintain partnerships with industry, postsecondary institutions, and the community.
- Maintain accurate student records, attendance, assessments, and reports.
- Follow all school policies, regulations, and procedures.
- Participate in Individualized Education Plan (IEP) processes as required.
- Engage in ongoing professional development.
- Supply program data and insights to inform the Director of CTE's evaluation and continuous improvement of program effectiveness.

REQUIRED SKILLS AND ABILITIES

- Must possess the organizational and communication skills necessary to be an effective teacher
- Proficiency with computer applications.
- Indication of willingness to establish and maintain positive working relationships with students, faculty, staff, and community business/industry partners.
- Ability to inspire, coach, and mentor students

- Excellent human relations skills, and ability to serve as a mentor and role model for students.
- Ability to build positive working relationships.

EDUCATION / EXPERIENCE

- Vermont Teaching License preferred, or willingness to obtain licensure.
- Four or more years of recent relevant culinary/hospitality industry experience.
- Experience working with adolescents.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The position requires the ability to stand and walk for extended periods; bend, stoop, and reach; and safely lift and carry items such as kitchen equipment and food supplies weighing up to approximately 25–40 pounds. The instructor must demonstrate culinary techniques requiring fine motor skills and hand-eye coordination and respond appropriately to maintain a safe instructional environment.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Culinary Instructor works primarily in a commercial-style instructional kitchen and classroom environment. The setting includes the regular use of culinary equipment such as ovens, ranges, grills, mixers, knives, and food preparation tools. The position requires standing for extended periods, frequent movement throughout the kitchen and classroom, and the ability to demonstrate culinary techniques and proper food safety practices.

The work environment may involve exposure to heat, steam, open flames, sharp objects, cleaning chemicals, food allergens, and raw food products. The instructor must follow and enforce all health, safety, and sanitation regulations and ensure the proper use of personal protective equipment when required.

Work is typically performed during the regular school day and academic calendar, with occasional evening or extended hours for events, competitions, catering projects, or

professional development. The CTE instructor may be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in instruction and /or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The teacher may be exposed to infectious disease as carried by students. Proper training in safety and personal protective equipment will be provided by the school. The noise level in the work environment is moderate to loud on occasion.

BACKGROUND CHECK AND FINGERPRINTING

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

By signing, I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date