

DYERSBURG STATE COMMUNITY COLLEGE

POSITION DESCRIPTION

Title: Program Director/Instructor of Culinary Arts
Reports To: Dean of Arts, Sciences, & Technologies
Position Code:
Department:
EEO Type:

Effective Date:
Revision Date:
Pay Grade:
FLSA: Exempt

GENERAL DESCRIPTION:

This is a full-time, fiscal year contract in the Division of Arts, Sciences, & Technologies. The position reports to the Dean of Arts, Sciences, & Technologies and will be primarily stationed in the Dyer County, TN area. This position is grant funded.

DUTIES AND RESPONSIBILITIES:

- Teach 30 hours (TLE) per academic year in Culinary Arts (or other closely related field as necessary).
- Serve as the DSCC Culinary Arts advisor and director.
- Ability to teach and manage multiple courses in an individualized setting.
- Teach a range of ages from Dual Enrollment high school students to nontraditional, returning adults.
- Recruit students from area high schools and from the community to make DSCC's program viable and competitive.
- Flexibility to teach evenings/weekends and/or off-campus courses as needed (requires the use of personal vehicle).
- Practice a learning-centered educational philosophy and redesign courses to include research-based learning strategies including service-learning opportunities, learning communities, critical thinking skills, co-operative learning, and reading across the curriculum.
- Develop web-enhanced courses for delivery in technology-enhanced classrooms/labs (such as interactive (Zoom) rooms), online, or in a hybrid mode, and using accessibility standards.
- Become certified in and fully use the course management system for all classes.
- Provide course materials and information in a format that is accessible for all students using current and approved standards.
- Work with colleagues to assess the effectiveness of courses, analyze the results, develop and implement improvement plans, and document this information each semester in the form prescribed by DSCC.
- Participate in professional development and maintain membership in an appropriate regional, state and/or national organization related to your teaching at DSCC.
- Assist with the identification and mentoring of adjunct instructors.
- Revise and develop curriculum and select textbooks and e-textbooks in cooperation with colleagues and in line with accessibility standards.
- Assist in the preparation of class schedules.
- Advise students, maintain regular office hours, and participate in college life and committee work of the College.
- Willingness to acquire software certifications as needed.

- Assist in grant writing and/or grant management.
- Actively communicate with colleagues and students using email, voice mail, text and other electronic means. Normally, responses are expected in no more than 72 hours.
- Be trained and certified as a Master Advisor.
- Willingness to teach in a correctional facility.
- Perform other duties as assigned.

WORKING CONDITIONS:

- Sedentary: Desk work; travel will be required for college or program activities. Insignificant effort other than normal movement. Must be able to lift 50 lbs. Minimal Hazard/Exposure:
- Standard office settings. At least minimal environmental controls to assure health and comfort.

REQUIRED QUALIFICATIONS:

- Ability to communicate well in oral and written English.
- Actively communicate with colleagues using email and other electronic means.
- Proficient in Microsoft Office.
- Ability to teach and evaluate student performance.
- Ability to maintain required records.
- Ability to work with staff and colleagues in department and college committees and related activities.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE:

- Bachelor's degree from a regionally accredited institution in culinary arts or closely related field or associate's degree from a regionally accredited institution and demonstrated competencies in the culinary field.
- Experience in the culinary field.

PREFERRED QUALIFICATIONS:

- Master's Degree or higher from a regionally accredited institution.
- Teaching experience.
- Experience with Zoom and Microsoft Teams.