



BELLINGHAM TECHNICAL COLLEGE
invites applications for the position of:

Culinary Arts Instructor - Tenure Track

OPENING DATE: 11/16/17

PRIORITY CONSIDERATION BY: 01/22/18 05:00 PM PST

DESCRIPTION:

Bellingham Technical College invites applications for a full-time tenure track position in the Culinary Arts program. The position reports to the Dean of Professional Technical Education and is anticipated to begin in September, 2018.

The successful candidate will be expected to establish a successful and supportive learning environment for a diverse college student population with a wide-range of backgrounds and experiences. Instructors are responsible to plan, teach, and manage student learning in all assigned portions of the program including classroom, lab, and clinic instruction according to approved course study, state guidelines, program accreditation standards, and advisory committee recommendations.

The teaching schedule will vary based on student and college needs and is expected to include instructional strategies that use in-person, simulation, blended, online, and hands on techniques.

POSITION DUTIES & RESPONSIBILITIES:

- Plan, develop and teach Culinary Arts, ACF accredited coursework including theory and lab instruction that are part of the Culinary Arts two-year Associate of Applied Science degree, Associate of Applied Science-Transfer degrees and/or related certificates;
- Teach courses in International Cuisine, Buffet and Catering Management, Nutrition, American Regional a' la carte Cookery, Commercial Kitchen, Skill Development, Restaurant Management, Garde Manger and other related courses as assigned;
- Follow the academic schedule as approved by the Dean; teach assigned courses at the times and dates specified by the academic schedule;
- Apply necessary components of math, human relations, computer skills, and communications in the technical curriculum;
- Provide timely and accurate assessment feedback to students;
- Plan, supervise, and evaluate students' progress;
- Maintain related student records, evaluations, and progress reports;
- Develop, update and revise curriculum and lesson plans; conduct classroom discussions, lectures and demonstrations;
- Advise students;
- Hold office hours;
- Participate in program management including budgeting, purchasing distribution and ACF annual reports;
- Collaborate with existing faculty and/or serve as lead advisor in Hot Food Team competitions at the local, regional, and national level;
- Support and contribute to a strong, positive interactive relationship with the campus food services department;
- Participate in student recruitment activities;
- Consult with other college faculty and staff on issues relevant to students' success and retention;
- Contribute to the development and implementation of institutional effectiveness and outcome measures related to courses;
- Follow disciplinary procedures as prescribed and interact consistently and fairly with all students;
- Adapt to changing teaching schedules and situations (on campus, online, hybrid, etc.) as required by program;

- Effectively use computer applications where appropriate, including learning management systems;
- Adhere and ensure compliance with applicable safety laws;
- Work with local, regional and national employers to facilitate job and internship opportunities;
- Participate in community outreach activities;
- Participate in program and campus events;
- Serve on campus-wide committees;
- Effectively work with students, faculty, and staff from diverse backgrounds and experiences;
- Demonstrate respect for others;
- Coordinate with members of the program advisory committee to ensure the program training meets industry needs;
- Work within College guidelines in purchasing supplies for the Culinary Arts program and assist in maintaining the program budget;
- Work collaboratively as part of the Culinary Arts and Pastry Arts departments;
- Demonstrate and model professional work standards: conduct, work ethics, positive interpersonal skills, problem solving, teamwork within the college and department;
- Demonstrate a strong commitment to Bellingham Technical College's Mission;
- Perform other duties as assigned.

QUALIFICATIONS:

Minimum Required Qualifications:

- Five years of full-time experience as a head/executive chef;
- Ability to teach all areas of the curriculum;
- Completion of an Apprenticeship, Certificate or Associates degree in Culinary Arts or related program;
- ACF certification as a Chef de Cuisine and/or Culinary Educator or the ability to obtain certification within 6 months of employment;
- Ability to use the Internet, word processing, email, presentation, spreadsheet and other related software applications;
- Current Food Handler's Permit or the ability to obtain upon hire;
- Ability to work with diverse populations;
- Supervisory experience.

New instructors must complete industrial first aid/CPR and maintain vocational certification as required by the Washington State Law and Bellingham Technical College rules.

Preferred Qualifications:

- Bachelor degree or higher in Culinary Arts or Hospitality;
- Prior Culinary Arts teaching experience in an ACF accredited program;
- Business management experience;
- Six or more years of culinary related industry experience;
- Three or more years of culinary experience in fine dining;
- Teaching or training experience in a community and/or technical college setting;
- Curriculum and course development experience;
- Experience using CANVAS or other online course management technology.

Knowledge, Skills & Abilities:

The knowledge, skills, and abilities listed below represent the characteristics and performance expectations of the position. Applicants do not necessarily need to enter the position with all of these knowledge, skills, and abilities.

Knowledge:

- Knowledge and understanding of area of specialty;
- Knowledge of current educational teaching methods and strategies;
- Knowledge of institutional accreditation, planning, and continuous quality improvement;
- Knowledge, understanding, support, and commitment of the Bellingham Technical College Mission.

Skills:

- Strong classroom management skills;
- Excellent curriculum development skills;
- Effective skill in communications and human relations with populations having diverse socio-economic and racial backgrounds and persons with physical and/or learning disabilities;
- Excellent oral and written communication skills;
- Excellent interpersonal and teambuilding skills;
- Excellent collaborative skills;
- Creativity and presentation skills;
- Excellent organizational skills;
- Time management skills;
- Participate in professional development activities to remain current in program field and skills.

Ability to:

- Use educational technology and alternative delivery methods to deliver high-quality instruction (i.e. online, hybrid, and accelerated course formats, course software such as Canvas, video, ITV, etc.);
- Develop strong computer software skills, including MS Office Suite and learning management systems;
- Anticipate and adapt to the dynamically changing arena of post-secondary education, including the ability to perceive opportunity and assist the college in moving in new directions;
- Organize and effectively apply current and various curriculum concepts to a wide range of students with varying backgrounds and abilities and adjust teaching techniques accordingly;
- Assume responsibility; deal effectively with problems, and exercise independent judgment when making decisions;
- Develop and maintain good working relationships with students, colleagues, staff, administrators and other contacts;
- Work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population;
- Work effectively in a participatory governance environment;
- Develop curriculum, including curriculum delivered via different instructional modalities;
- Participate in recruitment and articulation activities with local schools, colleges, and universities;
- Maintain subject matter currency;
- Develop Student Learning Outcomes and to determine their effectiveness in helping students achieve their desired learning outcomes;
- Utilize technology in the delivery of instruction and willingness to explore new technologies for instruction and learning;
- Work effectively with students, colleagues, staff and a community who represent a broad spectrum of ages, abilities, ethnicities, and educational, economic, and cultural backgrounds;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large;
- Work with business, industry, and other educational institutions, and government agencies to establish partnerships;
- Work closely with Accessibility Resources for students with accommodation needs;
- Maintain absolute confidentiality of student records;
- Work independently and on a flexible schedule;
- Obtain and maintain First Aid and CPR certification.

SUPPLEMENTAL INFORMATION:

Salary Statement:

Salary range is typically \$47,665 to \$58,622 for an applicant with minimal levels of teaching and education experience and is based on a typical teaching schedule of 10 months, September through June, 187.5 days. High end of range is \$67,905 for those with previous related teaching experience and advanced educational degrees. Final placement is determined according to the current negotiated working agreement and based on an evaluation of work and/or teaching experience. Additional optional compensation may be paid above the 187.5 day contract rate subject to terms of the collective bargaining agreement such as eligibility for an annual \$2,500 stipend and extra optional days. Additional summer contract and compensation would be paid for summer quarter if program is in session and an assignment is available. The position is also eligible for a generous Washington State insurance and retirement benefits package.

Condition(s) of Employment:

The position is represented by the Bellingham Educational Association (BEA). BEA membership or payment of equivalent representation fee is required.

Current Food Handler's permit (obtained at the Whatcom County Health Department or authorized online program training & test at www.foodworkercard.wa.gov.)

ACF certification as a Chef de Cuisine and/or Culinary Educator or the ability to obtain certification within 6 months of employment.

Application Procedures and Deadline:

Required application materials must be submitted on-line at www.btc.edu/jobs and received by 5 p.m. on 1/22/18 PST, for priority consideration. Application materials received after this may be considered until the position is filled. More information about Bellingham Technical College is at www.btc.edu or contact the Human Resources office at 360 752-8354. BTC is not currently sponsoring H-1B Visa's.

Required Online Application Materials: (Prefer Word or PDF file for required attachments)

- Completed BTC on-line Employment Application including supplemental questions;
- Attach current resume;
- Attach a cover letter addressed to Human Resources that details how you meet each of the minimum required qualifications. Please also describe how you meet any of the preferred qualifications for this position;
- Official transcripts of any degrees listed and copies of licenses will be required upon hire, but not as part of the application process;
- Applicants selected for initial interviews will be expected to provide a cooking/teaching demonstration as part of the interview process.

Initial interviews are scheduled to be held on February 12 and February 13, 2018. Finalists are tentatively scheduled to be interviewed during the week of March 5, 2018.

The application package and all materials submitted with it become the property of the college and will not be returned or considered for additional or future openings.

Mission: Bellingham Technical College provides student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.

Employment Eligibility Verification: Bellingham Technical College employs only United States citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the Department of Homeland Security.

Non Discrimination/Equal Opportunity: Bellingham Technical College does not discriminate against any person on the basis of race, color, religion, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225; (360) 752-8354; email hr@btc.edu.

Disability Accommodations: Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360) 752-8354; email hr@btc.edu.

Position #2017-00038
CULINARY ARTS INSTRUCTOR - TENURE TRACK
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