

**EAST VALLEY INSTITUTE OF TECHNOLOGY
JOB DESCRIPTION**

Job Title: Cosmetology –Lead Instructor

Division: School

Status: Full-Time/Exempt

Department: Instruction

Term: 11 months

General Purpose: Under general supervision of the Assistant Principal, the Cosmetology Lead Instructor shall perform a variety of routine duties, as needed, assist instructors in educating students from different backgrounds, ethnicity, nationalities, genders, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods.

Supervision Received: Cosmetology Lead Instructor will be under the direct supervision of the Assistant Principal

Supervision Exercised: The Cosmetology – Lead Instructor will supervise the Cosmetology Instructors.

Essential Duties:

- ◆ Schedule Classes for the students from outside vendors and other require classes on campus.
- ◆ Develop and make changes to curriculum as needed.
- ◆ Supervise both night and day receptionists; perform evaluations
- ◆ Contact and meet vendors and sales people for new products, pricing, and price changes for orders. Update catalogs as changes are needed.
- ◆ Prepare all Purchase orders in compliance with the State Procurement Rules
- ◆ Monitor Budget, Prepare work orders, and bids.
- ◆ Coordinate Advisory Meetings.
- ◆ Monitor teaching staff to assure duties are performed.
- ◆ Prepare and complete all paperwork, and all fees are paid for yearly licensing.

- ◆ On going advertisement to increase customer base.
- ◆ Meet with prospective students that either walk in or are sent from Counseling Department.
- ◆ Coordinate adult payments with adult coordinator.
- ◆ Write out leave of absence forms for students
- ◆ Track high school students who move into adult status.
- ◆ Complete state board record of hours monthly.
- ◆ Monitor students' attendance hours, percentages, and issue warnings.
- ◆ Assure Compliance of State Board Infection Control and Inspection Requirements.
- ◆ Discipline students.
- ◆ Meet with Cosmetology counselor for PASS and counts on a weekly basis and assign students classes that are moving into different years.
- ◆ Coordinate new enrollees with Counseling Department to assure maximum enrollment for each teacher.

Minimum Qualifications:

- ◆ Bachelor's or advanced degree from an accredited university or college in Industrial Arts or Industrial Technology education and 6,000 clock hours of verified occupational experience in the specific trade to be taught; ***OR***
- ◆ 6,000 clock hours of verified occupational experience in the specific trade to be taught; ***AND***
- ◆ Cosmetology licensure from the Arizona State Board of Cosmetology required; ***AND***
- ◆ Arizona Department of Education secondary or vocational certification in the area of instruction.

Skills, Knowledge, and Abilities:

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills.
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public.
- ◆ Ability to work with youth (16-17 years old) and young adults (18-21 years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment.

Working Conditions:

- ◆ The employee hired for this position will work a basic 40-hour workweek. Hours are typically 7:00 a.m. – 4:00 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, Tech Fests, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- ◆ This position is eligible for paid Federal, State, and District approved holidays during the 11 –month working period.
- ◆ Classroom and lab (clinical) area will be provided for the Cosmetology Program Instructor, where students may work with the teacher individually or in-groups. A desk, computer

workstation, a printer, a projector, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.

- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I fully understand the job duties and responsibilities that are outlined above and that have been discussed with me by my supervisor.

Employee Signature

Date

Supervisor's Signature

Date