



Mobile County PUBLIC SCHOOLS

Job Description Title – COSMETOLOGY TEACHER

SUPERVISED BY/REPORTS TO: Principal and the Career and Technical Supervisor (CTE) or their designee.

FLSA Designation: Exempt

JOB SUMMARY: The Cosmetology Teacher shall assume responsibility to plan, implement, and provide academic and skills training to students in cosmetology as outlined in the course curriculum. The teacher is responsible for carrying out a career technical program based on the Alabama CTE Model Curriculum Standards that prepares students for high-skill, high-wage careers aligned with post-secondary education and consistent with regional workforce needs, The cosmetology teacher facilitates work-based learning and increases employment opportunities by serving as an active liaison between employers and the classroom.

QUALIFICATIONS:

- Must be eligible for an Alabama teaching certificate Cosmetology:
 - Must a high school graduate from an accredited school or have a GED equivalent.
 - Must have graduated from an approved post-secondary Cosmetology program
 - Must have a valid license in Cosmetology
 - Must have an Instructor’s License in Cosmetology
 - Must have seven (7) years of full-time work experience in Cosmetology within the past ten (ten) years.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others’ ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course. Must be knowledgeable of the technical aspects of Cosmetology.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

INSTRUCTIONAL:

1. Design and implement relevant curriculum following the CTE Model Curriculum Standards for Cosmetology utilizing input from the advisory committee. Establishes objectives and plans learning experiences.
2. Creates and delivers relevant and rigorous lessons that maximize student engagement and achievement.
3. Instruct pathway courses for CTE pathway completion, incorporates appropriate industry-recognized certifications and training, and works toward achieving the high-quality elements of Career Technical Education.
4. Implements activities using a variety of techniques that utilize instructional time to meet objectives. Modifies the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities.
5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

OCCUPATIONAL GUIDANCE:

1. Develop, maintain, and conduct required program advisory committee meetings.
2. Establish and advise a Career Technical Student Organization (CTSO) chapter for Cosmetology. Provides leadership opportunities for students in the CTSO.
3. Assist in regular program promotion and with development of promotional material for enhanced community-wide awareness.
4. Participate in special events: such as Career Fairs, JLDC, and CTSO competitions.

PROFESSIONALISM:

1. Maintain professional competency by actively engaging in employer directed in-service activities and other similar opportunities provided to staff.
2. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
3. Attends regular and special staff meetings and actively participates as a member of the educational team.
4. Exhibits positive human relations skills.
5. Communicates with parents/guardians and school/district personnel regarding student progress and encourages parental and community groups.
6. Maintains and submits records and reports on time.

CLASSROOM ENVIRONMENT:

1. Create and maintains a safe learning environment.
2. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere
3. Manages student behavior in the classroom by utilizing effective classroom management strategies and invoking appropriate disciplinary procedures.
4. Ensure safe and sanitary practices by both students and instructors when practicing cosmetology and related sciences.

ORGANIZATIONAL.

1. Appropriately maintains and secures confidential records, inquiries, and data.
2. Evaluates the educational program and/or student progress.
3. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
4. Engages in personal professional growth and demonstrates professional ethics and leadership.

OTHER RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Ability to work in a friendly manner with co-workers, students, and supervisors.
2. Ability to perform duties with awareness of all District requirements and Board of Education policies.
3. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
4. Other duties as assigned by the Principal and/or the Career and Technical Supervisor (CTE) or their designee.

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the Career and Technical Supervisor (CTE) or their designee. Work assignments and schedules are subject to change. An at Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.