Job Title: Cosmetology Substitute **(Needed Immediately)**

Supervisor: Campus Administrator

Employment Terms: Long-term Substitute – 12:30 PM – 6:30 PM

Salary Range: $200/ Day

Location: Northwest Campus
13201 W Grand Avenue
Surprise, AZ 85374

Southwest Campus
500 N Verrado Way
Buckeye, AZ 85326

Skill Sets:
- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Requirements:
- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching certificate or Substitute Certificate
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver’s License
- Current Cosmetology License & Instructor License from the Arizona State Board of Cosmetology

Essential Duties and Responsibilities:
- Prepares students for jobs in industry through implementation of the CTE Delivery Model
- Ensure curriculum is current with industry standards, work with professional organizations associated with the instructional subject area
- Develop relevant and current curriculum with program team
- Plans daily instruction and participates in program reviews
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Remains up-to-date on pertinent industry and educational technology such as Google Classroom, Smart TV systems, and Salon Point of Sale software
- Accurately reports to the State Board of Cosmetology
- Ensures facilities meet State Board of Cosmetology rules to operate a licensed school
- Remains up-to-date on the State Board of Cosmetology, adjusting curriculum and student learning opportunities to reflect accurate and appropriate preparation for certification
● Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc) for the purpose of documenting and communicating student progress
● Partners with instructional leaders for planning, implementation, and reflection on instruction
● Assesses student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
● Manages student behavior in a variety of educational environments by providing a safe and positive learning environment
● Engages students in leadership development by serving as an advisor for student organizations (CTSO)
● Assists students to complete service learning projects and program fundraising events
● Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of establish program and instructional goals
● Participates in a variety of meetings, professional growth in an educational setting
● Establishes and maintains a good rapport with community partners and advisory councils
● Identifies and develops a variety of work-based learning opportunities for students
● Runs, manages, and supports student through the embedded student-based enterprise
● Develops and implements a rigorous lab safety program
● Reports student enrollment data
● Attends district meetings
● Performs other related duties as assigned to strengthen the program

Knowledge and Skills:
● Arizona State Board of Cosmetology Certificate and Educator Certificate
● Five years’ experience in teaching or related work experience
● Vocational education instruction techniques and procedures
● Knowledge of safety and/or sanitation procedures appropriate to field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment
● Ability to use tools and equipment related to area of instruction
● Ability to use appropriate technology
● Willingness to work with high school youth and adults
● Demonstrate good people skills
● Strong organizational and communication skills
● Able to work afternoon, evening, and weekend hours
● Understands computer technology and able to use as an integral part of instruction

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: **ASAP**
Application Procedure:
Submit online application: https://west-mec.edu/employment/
Include:
  ○ Letter of interest
  ○ Current resume

If you have any questions please call:
Ariel Cortez       623.738.0006
Eve Elias          623.772.4235

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