

Job Title:	Hairstyling Instructor
Supervisor:	Campus Administrator
Employment Terms:	11 Months; 10:30 AM – 7:00 PM
Hiring Range:	\$65,000 - \$90,000; Annually
Location:	Northwest Campus 13201 W Grand Ave Surprise, AZ 85374

Skill Sets:

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

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 established program and instructional goals.
- Participates in a variety of meetings, professional development activities, and system induction processes for the purpose of 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 weekends hours.
- Understands computer technology and able to use as an integral part of instruction.

Requirements:

- Able to acquire Arizona Department Education (ADE) CTE provisional K-12 teaching certificate and work towards a standard CTE teaching 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.

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

Closing Date: Open until filled

Start Date: ASAP (24-25 School Year)

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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