



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Cosmetology Instructor
<b>Payroll/Personnel Type:</b>	10 Month
<b>Reports to:</b>	Executive Director of Career and Technical Education

**Position Summary:**

Provides students with a program of study that teaches cosmetology techniques, develops employability skills and reinforces academic skills. Prepares students for state board examination.

**Essential Functions:**

- Supervises all students assigned in instructional activities
- Assists in planning and developing curriculum in order to meet competency requirements for the occupational/academic areas
- Establishes learning competencies for each lesson and maintains lesson plans for each instructional unit
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Utilizes appropriate classroom management and discipline procedures
- Plans and conducts appropriate educational field experiences
- Evaluates and recommends instructional aide, textbooks and equipment
- Creates an Advisory Committee that represents business, post-secondary and parents to guide the program, support the senior internship program and advise on equipment purchases
- Follows district's policies and procedures as adopted by the Board of Education
- Ensures that program and students are in compliance with state board requirements
- As part of the program evaluation process, maintains a Program Improvement Plan
- Records the students' mastery of competencies
- Performs other duties and responsibilities as assigned
- Ensures student participation in Career and Technical Student Organizations (CTSOs)
- Process and interpret data
- Proficient in Excel, and/or any other operating system
- Familiarity with Windows Access Database
- Perform other duties as identified by the Students-In-Transition Coordinator

**Knowledge, Skills, and Abilities:**

- Maintains expertise in subject area and recommends improvements in curriculum design, including latest industry techniques
- Must remain current in industry trends and aware of workplace demands
- Must put the interests of students first, set high expectations and demand high quality performance

**Experience:**

- 6,000 hours of cosmetology related work experience during the last ten (10) years



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**Education:**

- Hold a current Missouri Teaching Certificate or meet minimum qualifications for an initial Missouri Career Education Teaching Certificate which include:
  - Holds a current Cosmetology Instructor License
  - Hold a current Cosmetology Class CA License

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***