



**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 sports and rehab 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
- 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

