

**Position Announcement**

## Cosmetology Technical Instructor

Columbus Technical College is seeking an individual to serve as a full-time Technical Instructor for our Cosmetology program. This individual is also responsible for maintaining a clean and safe teaching environment, developing curriculum and daily preparation for classroom and lab instruction. This position also requires evaluation of student progress in attaining goals and objectives; encourage work ethics in training, attend staff development training, workshops, seminars, and conferences, and ensure all safety, environmental and security requirements are met in trainings. This position assists with recruitment, retention and job placement efforts. **This position is full-time/exempt.**

**Responsibilities:**

* Instruct students in all areas for Cosmetology
* Evaluate student’s progress and prepare them for State Board exams
* Request and maintain inventory, supplies and equipment
* Meet with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students
* Ensure safety and security requirements are met in the training areas
* Assist with recruitment, retention, and job placement efforts
* Follow state standards in the development of program and course outlines, goals and objectives
* Maintain and develop rubrics for theory and lab assignments
* Track student’s progress for student learning outcomes
* Incorporate work ethics into the student culture
* Maintain accurate and timely attendance, grade, and program related records
* Developing teaching methods to improve instruction and to meet different student learning styles
* Ensuring safety and security requirements and instruction are met in the lab areas
* Prepare budget requests and submit purchase requisitions
* Develop schedules for Cosmetology and Esthetician programs
* Assist in developing goals and objectives for program improvements
* Delivering administrative requests in a timely manner
* Assist with recruitment, retention, and job placement efforts
* Support and attend bi-annual Cosmetology advisory committee meetings
* Completing other duties as assigned

**Minimum Qualifications**

* Georgia State board of Cosmetology Master License \*and\* completion of comparable cosmetology courses
* A minimum of three years recent in field work experience as a cosmetologist or cosmetology instructor
* Basic Computer Skills

**Preferred Qualifications**

* Georgia State Board of Cosmetology Instructor License
* Georgia State Board of Esthetics License
* A degree from an accredited college or university

**Salary/Benefits**

Salary is commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Application Deadline**

Position is available until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.