

**Job Announcement**

June 5, 2018

**Position:**  Cosmetology Instructor

**Location:** LaGrange Campus

**Department:** Academic Affairs

**Reports to:** Assoc. Dean, Trade & Technology

**FLSA Designation:** Exempt; works minimum of 40 hours per week

**Nature of Duties:** Under general supervision prepares lesson plans for classroom instruction for credited technical/occupational courses; develops program curriculum, syllabi, goals, and objectives; evaluates students’ progress in attaining goals and objectives. Requests and maintains supplies and equipment and prepares budget requests; maintains program certification/accreditation requirements as appropriate. Prepares and maintains all required documentation and administrative reports; attends professional development training, workshops, seminars, and conferences; ensures safety and security requirements are met in the discipline area; meets with students, staff members and other educators to discuss students’ instructional programs and other issues; assists with recruitment, retention, and job placement efforts. Teaches Cosmetology courses in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field. Provides instruction in the theory and practical applications of Cosmetology. Courses taught will include hair care, hair color, cutting and styling among others. Measures program or departmental student learning outcomes for continuous student improvement and success. Requires strong computer skills, communication skills, and ability to interact effectively with a diverse student population. Course offerings may include a variety of instructional formats from traditional day/evening to virtual delivery.

**Minimum Qualifications:**

* Diploma in Cosmetology from an accredited postsecondary institution or equivalent.
* Three out of the past seven years of verifiable in-field experience.
* Current Georgia Board of Cosmetology Master’s License.
* Valid Drivers’ License

**Preferred Qualifications:**

* Georgia Master Cosmetologist Instructor License.
* Cosmetology teaching experience.
* Associates Degree in Cosmetology or related.
* **Teaching experience at the postsecondary level.**

**Salary/Benefits:** State of Georgia benefit package

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). *Unofficial transcripts, resume and proof of applicable certifications/licensures are required for consideration.*

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.