

**Job Title:** Cosmetology Substitute **(Needed Immediately)**

**Supervisor:** Campus Administrator

**Employment Terms:** Long-term Substitute – 12:30 PM – 6:30 PM

**Salary Range:** **\$200/ Day**

<b>Location:</b>	Northwest Campus 13201 W Grand Avenue Surprise, AZ 85374	Southwest Campus 500 N Verrado Way Buckeye, AZ 85326
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**Skill Sets:**

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

**Requirements:**

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

**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 establish program and instructional goals
- Participates in a variety of meetings, 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 weekend hours
- Understands computer technology and able to use as an integral part of instruction

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

**Closing Date:** Open until filled

**Start Date:** **ASAP**

**Application Procedure:**

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

Include:

- Letter of interest
- Current resume

**If you have any questions please call:**

Ariel Cortez                623.738.0006

Eve Elias                    623.772.4235

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