

# SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

## **TEACHER, CTE, COSMETOLOGY INSTRUCTOR**

JOB CODE 53014

### **QUALIFICATIONS:**

- (1) Three (3) years' experience/formal training in the content area.
- (2) Valid Florida Driver's License.
- (3) Eligibility for District CTE Teaching Certificate
- (4) Computer proficiency.
- (5) Satisfactory criminal background check and drug screening.
- (6) Current Florida Cosmetologist license

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work effectively with others, individually, or in a team environment. Detail-oriented and self-motivated with the ability to make decisions and complete projects and tasks within deadlines. Possesses strong communication skills in oral, written, and electronic mediums. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals. Ability to demonstrate enthusiasm, job tolerance, initiative, and a strong work ethic. Knowledge of online, blended, and traditional curricula. Possesses technical knowledge and skills to effectively interface with multiple operating systems, enter and extract data, analyze and process information. Ability to work effectively with curriculum providers and online instructors in assuring compliance with statutory and board requirements. Working knowledge of Microsoft Word, Excel, and PowerPoint. Able to communicate and engage with the local business community to partner with the CTE program.

### **REPORTS TO:**

CTE Director

### **JOB GOAL:**

To create, manage, and maintain a positive and meaningful learning environment for post-secondary cosmetology students and to provide opportunities for students to practice their skills and develop knowledge of the industry.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Teaches various cosmetology skills and related topics to PSAV students wishing to pursue a career as a cosmetologist.
2. Makes industry connections to promote service learning, cooperative education, and work-based learning opportunities for the students; utilizes advisory committees for regular input.
3. Works additional hours outside the normal work day periodically to provide additional learning experiences for the students in after-hours events.
4. Prepares lesson plans for classroom instruction, and develops program syllabi, goals and objectives.
5. Maintains lesson plans that reflect current curriculum.
6. Integrates work ethics, fire prevention, and other appropriate health and safety procedures in the instruction program.
7. Organizes time, space, materials and equipment for instruction.
8. Provides education assistance to individual students.
9. Maintains class discipline to provide proper learning environment.
10. Establishes criterion reference items to assess student attainment of objectives or competencies.
11. Maintains supplies and equipment as needed for classes and labs.
12. Participates in professional development activities.
13. Maintains student progress records.
14. Participates in school committees and in-service programs.
15. Files reports promptly and accurately.
16. Develops ideas and makes recommendations for the improvement of the total school's program
17. Provides job placement assistance to students.
18. Works with administration to comply with the Council on Occupational Education.

19. Makes site visits to other districts and schools when necessary.
20. Performs other duties as necessary for the effectiveness of the organization.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 196 days. 7.5 hours per day plus additional hours.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for teachers.

**JOB DESCRIPTION SUPPLEMENT: 1**

**SALARY SCHEDULE:**

Instructional Pay Schedule

BCSB approved: \_\_\_\_\_

6-22-20