NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Adult Education Cosmetology and/or Barbering Specialist	**FLSA:**	Exempt
DEPARTMENT/SITE:	Adult Education	**SALARY SCHEDULE:**	Unrepresented Specialists - Range 1
REPORTS TO:	Assistant Superintendent or Designee		

OVERALL OBJECTIVE AND SUMMARY

To plan, prepare, and implement lesson plans and activities for the Cosmetology adult education CTE program and classes in the afternoon/evenings and some weekend days; to provide instruction; evaluate student progress and provide special assistance as necessary; and to perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares students for entry-level employment, advanced training, or career advancement following adopted CTE and industry standards.
- Plans and prepares lessons; identify and select instructional support material; provide instruction to students that develops students' skills that will be required for students to master appropriate career competencies.
- Establishes standards of student performance which can be quantitatively and qualitatively evaluated; prepares tests and assignments; corrects papers and monitors student progress; prepares progress reports and report cards.
- Maintains classroom and equipment, and ensures classroom and or learning space is neat, safe and maintained.
- Assists administration in developing and maintaining good communication and professional collaboration with other instructors, including CTE and single subject, business community, and partner agencies.
- Assists site administration in the recruitment of students and marketing of CTE program.
- Administers relevant assessments; analyze assessment results; identify student needs and provide appropriate instructional activities.
- Develops goals and prepares and implements specific objectives for adult education classes and CTE program according to Board and District policy.
- Communicates with students regarding their progress; identifies areas for improvement.
- Supervises students; enforces District regulations, policies and procedures; recommends disciplinary actions, as necessary.
- Participates in professional group meetings; stays up-to-date on changes and new developments related to teaching techniques or new industry-related developments or practices.
- Attends appropriate meetings.

- With the support of the administration, joins a current and applicable CTE advisory committee which will include representatives from related businesses, industry, labor, professional organizations, higher education, and other public and/or private agencies providing the same or related training and hold a minimum of one meeting during each school year.
- Leads student engagement and recruitment for CTE pathway courses.
- Annually prepares and submits a pathway budget and makes requests for materials and supplies, not to exceed the amount and types of expenditures set forth in the approved budget.
- Annually prepares and submits a course of study including program objectives and student performance objectives.
- Manages a full salon that is open to the public for purposes of student training and practical hours.

QUALIFICATIONS

Knowledge of:

- Knowledge of relevant industry standards, requirements, safety policies, best practices and procedures, instructional methods, and techniques.
- Teaching principles and practices.
- Curriculum for assigned CTE program.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Recent developments, current literature, and information related to curriculum and instruction, as well as industry-related developments.
- Classroom management practices.

Ability to:

- Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.
- Operate assigned equipment per relevant industry sector and safely guide students using industry-related equipment and supplies.
- Prepare and implement lesson plans.
- Assess student needs and develop appropriate instructional material.
- Motivate and manage students.
- Work effectively with students and parents.
- Communicate clearly and concisely, both orally and in writing.

PHYSICAL ABILITIES

This position requires:

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
    - Walking or standing for extended periods of time.
- Maintain effective audio-visual discrimination and perception needed for:
    - Making observations.
    - Communicating with others.
    - Reading and writing.
    - Operating assigned equipment and materials.
- Maintain mental capacity which allows the capability of:
    - Making sound decisions.
    - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE

Evidence of a minimum of three years of verifiable work experience in the related industry sector. One year equals a minimum of 1000 clock hours and the experience may be full-time or part-time, paid or unpaid. High School diploma requirement by one of the following methods:

a. Possess a high school diploma.
b. Possess a diploma based on passage of the GED Test.
c. Possess the foreign equivalent of a high school diploma.

LICENSES AND CERTIFICATES

- Possession of a California Designated Subjects Adult Education Credential - CTE Public Service or a California Designated Subjects Career Technical Education (CTE) Teaching Credential authorizing instruction per the assigned program, or working to obtain a CTE credential.
- Possession of a valid California Cosmetology or Barbering license.

WORKING CONDITIONS

Environmental Conditions: Employees in this position will be required to work indoors in a standard and CTE classroom environment, such as the salon classroom, and come in direct contact with school staff, District staff, and the public. This position serves adult education students, typically in afternoon and evening hours, as well as on the weekend.