

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Instructor, Cosmetology Programs
Reports to: Director of Cosmetology Programs

FLSA: Exempt
Date: August 2016

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

Under general direction of the Director of Cosmetology, the instructor provides coordination, oversight, leadership and day-to-day supervision and operation of the Cosmetology Programs. This individual is also responsible for assisting the director in planning, budgeting, course scheduling evaluation of instructors, recruiting and employment of part-time faculty and student appeals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adheres to the departmental course guidelines to ensure content is SACS compliant and adheres to NC State Board of Cosmetic Arts regulations
- Manages the administration of the Cosmetology programs
- Instructs, assigns and reviews the work of subordinates; maintains standards through the effective coordination of activities; allocates personnel; acts on employee and student issues and problems; provides recommendations and approval regarding promotions, disciplinary action, etc
- Performs various tasks to advise prospective, incoming, and current students; reviews incoming student materials; develops and monitors student plan of study; conducts advising sessions with students
- Maintains, reviews, and updates course descriptions, objectives, outlines, syllabi for courses of instruction and develops new courses of study as necessary
- Consults with faculty regarding selection and ordering of supplies, equipment, equipment repairs, and textbooks for courses of study.
- Participates in departmental activities and program reviews relative to revising and updating the program(s) in the department
- Maintains professional and technical knowledge through a variety of sources
- Ability to work effectively with a diverse faculty, staff, and student population
- Assists in developing new programs in the area of expertise
- Assists with coordination of advising procedures and processes
- Participates in department, division and college-wide advising activities, including training sessions as well as attends workshops, conferences, and professional meetings
- Learns and maintains knowledge of program requirements of assigned advisees and follow-up on all assigned advisees
- Performs various instructional tasks; reviews and monitors class rosters; prepares instructor syllabus and course planning for multiple classes; identifies and prepares course materials and lessons; coordinates guest speakers for classes; participates in classroom and online instruction; provides support to students in the learning process; prepares and implements evaluation materials including quizzes and exams; ensures integrity of student course completion
- Trains students in all areas of Cosmetology in preparation to pass the NC State Board of Cosmetic Arts Examination required to obtain a license to practice Cosmetology; maintains a high percentage rate of students passing the State Board Examination; meets all criteria of the NC State Board of Cosmetic Arts such as correctly completing required paperwork including enrollment documents, implementing laws, maintaining accurate student records of hours and services, transfers, drops and State Board Testing Applications; meets with State inspectors for department inspection of records, practices, sanitation, dress code and other requirements; maintains an A salon grade and maintains department equipment and the facility
- Supervises salon lab and attends to patrons; participates in setting service fees and collects fees for services
- Establishes grades and provides student feedback; maintains and monitors the grade book; calculations and submits final grades through Web Advisor

- Has experience and application skills in using discovery pro or similar software.
- Has experience with Moodle online delivery platform
- Adheres to all institutional policies and procedures
- Serves on committees as required. (Various)
- Orients new instructors to their responsibilities and to the College's operations and policies
- Evaluates instructors as assigned by the dean and make recommendations regarding continuation or termination of employment
- Assess and plans departmental budget
- Maintains equipment inventory
- Prepares materials for recommendation of curriculum changes
- Recommends individuals to serve on curriculum advisory committees and holds two meeting annually
- Makes decisions regarding course caps, textbooks, materials, etc
- Hears informal student appeals and settles disputes involving students, instructors, etc.
- Performs other duties as assigned
- Promotes Brunswick Community College and the department

MINIMUM REQUIREMENTS:

- Associate in Applied Science Degree in Cosmetology or related field with three years' experience in salon management (or some combination of salon management and training related to experience)
- Three years of teaching in a community college setting (preferred) or higher education setting with proven leadership roles as lead instructor, department director, department chair, or similar role with leadership responsibilities
- Must currently hold a NC Cosmetologist and NC Cosmetologist Instructor's License
- Academic advising experience in a community college (preferred) or higher education setting
- Effective discretion in handling of confidential information and sensitive materials
- Excellent interpersonal, organizational, and time management skills
- Excellent written and oral communication skills
- Understand, demonstrate and articulate a student-centered and student-success learning environment and comprehensive community college mission
- Experience teaching with the Pivot Point International and Milady instructional methodologies

OTHER RELEVANT KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and support of College policies and procedures
- Ability to use Microsoft Office, Email, Moodle, Colleague and scheduling software

This is a nine-month, exempt position. Salary range is determined by the candidate's education and experience. The position will remain open until filled and subject to budget availability. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, and resume are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax (910) 754-8229 Telephone: (910) 755-7300

BCC is an Equal Opportunity Employer