

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Cosmetology Instructor

DEPARTMENT: Instruction

REPORTS TO: Lead Cosmetology Instructor

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: X Revision # _____ Date: 03/29/2021

TRAVEL: N/A

SICK LEAVE: 1hr earned per 30 hrs. worked (Max at 48hrs.)

COLLEGE-WIDE _____ **CAMPUS:** RANGELY X CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

We are looking to hire a skilled Cosmetology Instructor to teach our students the skills needed to enter the beauty industry. In this role, you will be responsible for learning and adapting the course curriculum, teaching students the various cosmetology skills, setting tests, grading work, and mentoring students.

To ensure success as a Cosmetology Instructor, you should have extensive experience working as a professional Cosmetologist, a natural talent for teaching, and good interpersonal skills. A top-class Cosmetology Instructor takes a hands-on approach with their teaching, ensuring that every student gets the required knowledge they need to succeed in the beauty industry.

PRIMARY DUTIES:

- Learning and adapting the course curriculum
- Setting out lesson plans
- Ordering stock supplies for each course
- Teaching students the skills of the beauty trade
- Setting out written and practical tests
- Grading tests
- Mentoring students and providing emotional support
- Overseeing examinations and final practical tests
- Providing course feedback to the college or technical school

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training:

Minimum or Required:

- 4000 hours paid experience within the last 5 years

Licensure/Certification:

Minimum or Required:

- Valid/Current Colorado Cosmetology License

Equipment Skills:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position.

Minimum or Required:

- Computer and Printer
- Cash Register
- Telephone/voice mail
- Copier

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing			X			
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing			X			
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone			x			
Hearing in Person					x	
Hearing on Telephone			x			
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			x			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				x		
Operation of equipment, tools, vehicles			x			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)				x		
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____