



## **Pima County Joint Technological Education District 11 Position Description**

**Position Title:** Cosmetology Teacher

**Term of Employment:** Full time, 12 months

**Salary Range:** Starting placement \$15- \$18/hour DOE

### **Duties/Responsibilities:**

- Prepare curriculum and instruction for the Cosmetology program.
- Provide constant supervision of students enrolled in the Central Site Cosmetology program.
- Have thorough knowledge of Pima County JTED policies that pertain to instruction, student discipline, and Arizona State Board of Cosmetology rules and regulations.
- Be responsible for attendance, instruction, supervision, and grading of students, as well as maintain good communication with the central campus lead teacher and registrar.
- Assist with the advisor duties of the Skills USA CTSO, involving students in activities at the local, state, and national levels.
- Maintain the physical facility including: equipment and supplies.
- Report to the Cosmetology Program Manager.
- Submit reports as requested, including grades, attendance, behavior, etc.
- Assist in maintaining program certification by the State Board of Cosmetology as necessary.

### **Minimum Requirements:**

- Must possess a Career & Technical Education industrial technology certificate or be able to obtain a provisional CTE certificate.
- Three years teaching experience to include career/technical/occupational/vocational education in a certified secondary program is **preferred**.
- Thorough knowledge and application of secondary curriculum and instruction in career/technical/ occupational/vocational education, vocational work and apprenticeship programs is **preferred**.
- Maintains licensure as an instructor from the State Board of Cosmetology.

**Application Process:** Submit cover letter, resume, three letters of reference and a copy of current certificate(s) via mail, email, fax or deliver to the JTED offices by 12 pm June 30<sup>th</sup>. Interviews will be held July 1<sup>st</sup> and 2<sup>nd</sup>.