

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description FA05**

**JOB TITLE:** Cosmetology Instructor

**DIVISION/DEPARTMENT:** Cosmetology Department

**RESPONSIBLE TO:** Vice President of Academic Affairs

**MONTHS PER YEAR:** 12

**HOURS PER WEEK:** Exempt

**UPDATED:** 9-2021

**CREDENTIALS/QUALIFICATIONS:**

- Current Kansas Cosmetology Teaching Credential and Kansas Board of Cosmetology License
- Excellent oral and written communications skills
- Understanding of cosmetology theory and practice
- Ability to work cooperatively with other cosmetology instructors, students, colleagues, and community members
- The ability to develop and maintain effective professional work relationships with a variety of people.
- The ability to relate with students personally while maintaining professional relationships.
- Effective computer skills; knowledge and ability to utilize Microsoft suite
- Valid driver's license
- Previous teaching experience and knowledge of assessment processes preferred

**JOB PURPOSE:** The instructor is responsible for instruction, leadership and recruiting in the Cosmetology Department.

**DUTIES AND RESPONSIBILITIES:**

- Coordinate and teach Cosmetology theory and/or practice
- Oversee daily operations and activities of the FSCC Cosmetology Department
- Work closely with other Cosmetology instructors to develop curriculum, complete program reviews, report and utilize assessment data for improving student learning, and meet requirements of the Kansas Board of Cosmetology
- Travel as required for events such as trade shows, advisory board meetings, and professional development
- Other duties as assigned by the Vice President of Academic Affairs
- Coordinate and administer reporting of student's hours and student projects
- Attend meetings and conferences as required by the college
- Promote Cosmetology Program within county and surrounding communities

Salary based on salary schedule associated with the Fort Scott Community College Negotiated Agreement.

All job descriptions are subject to revision based on changing needs of the College

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Signature

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Date