

Southeastern Illinois College

COSMETOLOGY INSTRUCTOR

DIVISION: Nursing and Allied Health
SHIFT: Various
LOCATION: Main Campus
REPORTS: Executive Dean of Academic Services
BOARD APPROVED: March 21, 2019

POSITION SUMMARY:

This is a Full-time tenure track 37.5 hour per week, 12 month position with primary teaching responsibilities in Cosmetology. Instructs students in cosmetology and related areas. Maintains supplies and inventories in the laboratory. Abides by all the rules and regulations of Southeastern Illinois College and the Department of Professional Regulations in Springfield, Illinois. Commitment to program development and consistent participation in campus-wide, divisional, and committees and activities is also expected.

ESSENTIAL RESPONSIBILITIES:

1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-Time Instructors.
2. Maintain teaching load and on-campus preparation and office hours as required by the SICEA contract.
3. Maintain detailed academic, skills completion, student attendance and clock hour records required by the College and IDFPR..
4. Ensure safety and sanitation of assigned area, including control of caustic, flammable, toxic, and/or hazardous materials
5. Inventory, inspect, supervise, and maintain tools and equipment in the cosmetology lab and/or clinic setting.
6. Review and update curriculum to maintain compliance with College and IDFPR requirements.
7. Maintain awareness of current standards within the industry and apply them to the curriculum.
8. Project a professional image to students, clients, and community.
9. Establish and maintain relationships with salon owners and employees within the College district.
10. Participate in marketing efforts toward program promotion.
11. Purchase supplies needed for instruction and clinic services, while being mindful of budget constraints.
12. Assume and maintain a leadership role in curriculum development, scheduling, and working with adjunct faculty as assigned by appropriate division chair or dean.
13. Directly supervise students in the classroom, laboratory, clinic, or other learning settings as assigned.

14. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Executive Dean of Academic Services and/or the Vice President for Academic Affairs.
15. Contribute to the overall success of the College, including active engagement with student activities as assigned.
16. Participate in and attend campus-wide activities;
17. Serve on college committees, as well as committees external to the college as approved.
18. Demonstrate proficiency in computer and instructional technology, and embrace the use of instructional technology in the classroom.
19. Teach traditional, online and hybrid courses as assigned.
20. Perform all other duties as assigned.

EDUCATION: The instructor is required to possess a valid unencumbered Illinois Cosmetology Instructor License. Associate's degree and prior teaching experience preferred. Must be highly motivated, organized, and results driven, with exceptional verbal and written skills. Must have a strong desire to be a collegial member of the College and the Division.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others are essential, along with the ability to work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communication skills; analytical and interpersonal skills; attention to details; ability to meet deadlines; and, excellent follow-up skills are needed to be successful in this position.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel

objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch. The employee must have the ability to work at a computer and view a computer screen for long periods of time.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.