**POSITION:**

Instructor, Cosmetology

This is a full-time, 10-month position (off during June and July)

**SALARY:**

Competitive salary including a state of Georgia benefits package.

Under general supervision, develops program and course outlines, goals and objectives; prepares lesson plans for classroom instruction for credited Cosmetology courses; evaluates students’ progress in attaining goals and objectives; requests and maintains supplies and equipment and prepares required budget requests; maintains program certification requirements, as appropriate; prepares and maintains all required documentation and administrative reports; ensures safety and security requirements are met in the training area; meets with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students; assists with recruitment, retention and job placement efforts. Work with Dean to manage administrative responsibilities related to scheduling, developing syllabi and teaching courses. Flexible work schedule will be required. Other duties as assigned by supervisor. Primary work assignment is various.

**MINIMUM QUALIFICATIONS:**

* A diploma in Cosmetology from a regionally or nationally accredited institution.
* Georgia State License as a Master Cosmetologist.
* Three years paid or self-employed, in-field work experience within the past seven years in a salon environment. Work experience must include the competencies, skills and knowledge levels that the instructor will teach.
* Excellent written and verbal communication skills.
* Must possess and maintain the appropriate professional credential for or related to the field or position.

**PREFERRED QUALIFICATIONS:**

* Postsecondary teaching experience.
* Cosmetology Instructor’s License

**TECHNICAL COMPETENCIES:**

* Ability to develop and evaluate lesson plans.
* Ability to work flexible hours, including evening hours and juggle multiple and competing priorities.
* Ability to each at any College campus where Cosmetology classes are taught.
* Ability to participate in appropriate staff development and campus activities.
* Ability to work well in the classroom and supervise students in laboratory settings.
* Ability to direct and assess students’ progress in achieving required competencies.
* Ability to handle administrative responsibilities related to teaching of courses, data collection and reporting for licensing agencies, accreditation agencies and/or the College.
* Have a positive attitude and strong organizational and interpersonal skills.

**APPLICATION DEADLINE:**

Open until filled. Initial screening/interviewing will begin as needed.

**APPLICATION PROCEDURE:**

Interested applicants should apply via CPTC’s Online Job Center at CPTC Online Job Center. A cover letter with resume, two professional letters of recommendation and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Katrina Howard, Human Resources Director at mailto:khoward@coastalpines.edu, or (912) 427-5876

**Equal Opportunity Statement**

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu) 912.287.4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 Coordinator, [ada@coastalpines.edu](mailto:ada@coastalpines.edu) ; All Campuses, 1777 West Cherry Street, Jesup, Georgia.