**POSITION:**

Instructor, Cosmetology (Jesup Campus)

**DUTIES:**

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 coordinate adjunct instructors; manages administrative responsibilities related to scheduling, developing syllabi and teaching courses. Flexible work schedule and occasional overnight travel will be required. Other duties as assigned by supervisor. Primary work assignment is the Jesup Campus.

**EDUCATION:**

A diploma in Cosmetology from a regionally or nationally accredited institution.

**MINIMUM QUALIFICATIONS:**

* 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

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

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| **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 ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |