

**CAROLINE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION  
Job Description: Cosmetology Teacher**

<b>JOB TITLE:</b> Cosmetology Teacher	<b>LOCATION:</b> Caroline High School
<b>IMMEDIATE SUPERVISOR:</b> Principal	<b>WORK SCHEDULE:</b> 10-M - 200 Days <b>PAY GRADE:</b> Teacher Scale
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Exempt
<p><b>EDUCATION/EXPERIENCE:</b> Must hold or be eligible for a Technical Professional license from the VDOE with a Cosmetology endorsement</p> <p>At least 2 years of full time work experience related to Cosmetology within the past five years</p> <p>Preferred: Five years of experience in a salon as a licensed cosmetologist. Previous teaching experience in a similar setting. Familiarity with the State Board licensure process.</p>	

**JOB GOAL:**

Provide instruction of the industry-based course designed to provide students with the training, knowledge, and comprehensive understanding of hair, skin, and their related care. Instruction will include developing skills in various aspects of operating a salon, including: shampooing, conditioning, cutting, styling, coloring, chemical relaxing, soft-curl permanent, appointment scheduling, financial records, inventory control, sanitation, managing facilities and equipment, professionalism, ethics, make-up, and other aspects of skin care. Upon completion, students will be prepared to take the Virginia Cosmetology Licensure exam.

**PERFORMANCE RESPONSIBILITIES:**

- Demonstrates mastery of content area
- Prepares daily instruction and activities using the curriculum to assigned classes and shows evidence of preparation upon request of the supervisors
- Develops and maintains a favorable psychological and physical environment that is conducive to effective learning
- Maintains order and encourages students to set and maintain high standards of classroom behavior within the classroom setting in accordance with division guidelines regarding pupil behavior management.
- Organizes learning activities to achieve specific concepts
- Attends and participates in district and school level in-service training programs, faculty and department meetings
- Establishes friendly and cooperative relationships between the home and the school
- Establishes and maintains cooperative professional relations with others
- Demonstrates commitment to improving professional competence

- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulations
- Performs other duties as assigned by the administration in accordance with the school division's policies and practices.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop or kneel. The vision abilities required by this job include close vision, distance vision, and depth perception. Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the Teacher Evaluation System.