

FRANCIS TUTTLE

Full-Time Personnel Job Description

Job Title: Evening Esthetics Instructor

Date: March 2, 2026

Department: Trade & Industrial Programs

Prepared By: Denton Blevins

Reports Directly To: Evening Administrator, Rockwell & Reno Campuses

Position Closing Date: Position open until filled

Job Group: O

Salary Range: *\$62,677 - **\$73,807

Exempt

Certified

Non-Exempt

Grant Funded

Primary Function of Position: Responsible for teaching Esthetics in an individualized, performance-based instructional program. Responsible for developing, revising, and coordinating curriculum, projects, and collaborative experiences with the Rockwell team to develop an integrated approach in teaching knowledge, attitudes, and skills in the disciplines of skin care and makeup.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Teach students using individualized, project and competency-based instruction methodologies consistent with effective teaching practices. Utilize Canvas platform and a variety of instructional delivery techniques with an emphasis on maintaining a student-centered approach with flexible delivery options.
2. Organize and develop curriculum materials to implement a competency-based Esthetics program.
3. Instruct students in safety procedures necessary for the safe operation of equipment and the care of materials, supplies, furniture, and facilities
4. Collaborate and communicate effectively with other Esthetic programs across the Francis Tuttle district to ensure consistency.
5. Maintain accurate student records including attendance, grades, disciplinary action, follow-up reports, and academic progress using school approved methods and tools and as required by district and state within identified timeframe.
6. Explore innovation and/or future technologies/trends in the esthetics industry.
7. Maintain parent contact with high school students to discuss progress and how best to assist student's needs.
8. Recruit and maintain an active program Advisory Committee to ensure positive business and industry relationships, training experiences, and program marketability.
9. Foster opportunities for students to transition from school to work through internships, job shadowing, and relevant practicum and capstone experiences.
10. Develop internal/external partnerships that enhance student learning and promote successful entry into the workforce.
11. Advise and promote leadership and skills development for all students through active participation in student organizations such as SkillsUSA.
12. Collaborate with staff from the Career Planning Center, Career Readiness & Development team, and the Education Enhancement Center to provide support services to past, present, and future students.
13. Assist in developing the program budget and operates within the program budget following established procedures.

14. Maintain professional competence and participate in school committees and in career technology education professional organizations.
15. Ability to be present on the job as described under working conditions and contract details.
16. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- A minimum of 3-5 years recent experience as a licensed Esthetician.
- Must be a licensed Master Cosmetology Instructor in the state of Oklahoma.
- Must hold or qualify for a Secondary Vocational Teaching Certificate in Trade and Industrial Education.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Steady physical activity is required during hours of instruction consisting of walking and standing; ability to lift 10-25 lbs.; low-level machine noise is encountered the majority of every day; concentrated visual effort is required; extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, exempt personnel position reports directly to the Evening Administrator, Rockwell & Reno Campuses. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details:

Eleven and half (11.5) month contract (July 1st through June 30th) with program closure period) subject to annual renewal. Working days and hours are Monday through Thursday, 2:00 p.m. – 10:00 p.m. Instructional position may require summer training and contract.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

* Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.

** This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer