



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

March 3, 2025

CERTIFICATED NOTICE OF VACANCY ADULT ED HOURLY TEACHER - COSMETOLOGY 2024-2025 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) for the 2024-2025 school year.

POSITION(S): **CTE Cosmetology Instructor - 2 Part Time Positions**
Adult Education Hourly Teacher - Non-bargaining unit position

REQUIREMENTS:

- Valid California Teaching Credentialing with an authorization to teach courses within the industry sector of cosmetology (Career Technical Education Teaching (CTE) Fashion and Interior Design; Designated Subjects Adult Education Fashion & Interior Design; or Single Subject Home Economics.)
- CLAD/BCLAD/EL Authorization
- Candidates who apply and do not hold a valid credential are advised to submit their application with the following items in order for the hiring panel to screen for credential eligibility:
 - Copy of transcripts which include courses in English, Reading, Writing, and Mathematics with a grade B- or higher in the subject areas (if available)
 - Copy of transcripts showing a degree conferral date for a Bachelor's degree (if available)
 - Copy of transcripts which include courses specific to the fashion and interior design industry sectors (e.g. fashion design, makeup artist, jewelry design, barber, manicurist, etc.)
 - Copy of CBEST, ACT, or SAT scores (if available)
 - Outline of all work experience for the past 5-10 years relative to industry experience specific in the fashion and interior design industry including number of hours worked per year (e.g. fashion designer, cosmetologist, interior designer, set decorator, etc.)

COURSE DESCRIPTION: The pathway gives the students comprehensive career opportunities and industry skills. Students will learn state laws/regulations, basic cosmetology concepts, health/safety regulations, licensing requirements for California, tools, products, and equipment used in cosmetology services. Students will also learn the theoretical and practical skills needed in cosmetology through the equipment, products, and techniques used. Chemistry, haircutting, chemical services, shaving, and other components will be covered.

WORK DAYS: Up to 22.5 hours/week, up to 195 days per school year

SALARY: \$43.01 /hr

Additional Information: The LMUTA CBA expressly excludes both hourly employees and adult education teachers from the health insurance provisions for regular certificated employees. The Education Code does not require Districts to provide health insurance. The Federal Affordable Care Act requires that the minimum qualifications for affordable and essential coverage is offered to adult education teachers who work at least an average of 30 hours or more per week (6 hours per day), equivalent to 0.80 FTE.

PROCEDURE FOR APPLICATIONS:

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current temporary and probationary-zero LMUSD contracted employees may apply as an internal candidate.
<https://www.applitrack.com/LMUSD/onlineapp/>

APPLICATION DEADLINE: **OPEN UNTIL FILLED**

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmusd.org.

REVISED DATE: 11/12/2019
TITLE: **Career Technical Education Teacher, Grades 7-12**
SALARY RANGE: Placement on the District Certificated Salary Schedule is based upon years of full-time credentialed teaching experience and/or industry sector experience, and units of college coursework beyond a Bachelor's Degree.
SCHEDULE: 184 work days according to the District Instructional Calendar
EXEMPTION STATUS: Exempt - Teaching Professional Employee Exemption – FLSA

DESCRIPTION:

The Career Technical Education Teacher plans, and administers the CTE instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The teacher will create an environment that encourages learning, motivates students to develop skills, attitudes and knowledge needed to establish and continue a firm foundation to perpetuate the learning experience through the post secondary education and/or career opportunities. The Career Technical Education Teacher will utilize all the resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of Career Technical Education Teacher shall include active participation in the school's operation to support a positive learning environment.

MINIMUM QUALIFICATIONS

- Credential: Appropriate California teaching credential that authorizes the holder to teach career technical education in grades 7-12. Specific type of credential shall be determined based on the need of the industry sector. Meet minimum eligibility requirements for a Career Technical Education credential as defined by the California Teacher Commission on Teacher Credentialing, at the time of hire.
- Experience: As mandated by the state, and accepted by the school district.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

PREFERRED

- Education: A Bachelor's Degree in a related industry sector.
- Credential: A valid Clear CTE credential with an EL authorization embedded.
A valid Single Subject credential with an EL authorization embedded.
- Additional: Valid California Driver's License
- Experience: Prior teaching experience.

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL:

1. Teaches career technical education and incorporates critical learning procedures in both a classroom and laboratory setting.
2. Assist students in the understanding of the industry sector and the development of key analytical skills in a supportive environment that encourages student inquiry and engagement; provide students with an environment that encourages explorative hands-on learning in preparing students for becoming career and college ready.
3. Develops students' understanding of the vocational and technical content to give students the skills and knowledge necessary to enter an occupation.
4. Organize storage areas and control the use of materials, equipment and tools to prevent loss or abuse, and to minimize the time required for distribution and collection.
5. Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.
6. Develops clear and appropriate lesson plans and identifies instructional materials.
7. Selects, designs and organizes objectives, strategies and materials for teaching the industry sector, and incorporates practice by focusing on necessary skills needed for that occupation.
8. Provides individualized and small group instruction (as necessary) to adapt the curriculum to the needs of each pupil. The teacher will have the ability to teach at various levels of instruction, including advanced placement courses. Determines the appropriate pace for instruction related to students' abilities and explains material and subject content to students and parents. Differentiates instruction for students based upon need and works with students and other teachers in inclusive settings
9. Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students
10. Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students and parents. (as necessary).

11. Uses data to improve the learning and instruction process.
12. Create and maintain an environment that fosters student creativity, critical thinking skills, academic achievement and the development of lifelong skills.
13. Show competence and confidence in working with new technology and various application packages.

B. STUDENT MANAGEMENT:

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Create a classroom environment reflective of the 21st century skills and the various student individual needs.
3. Be a role-model for students regarding life-long learning and professional behavior.
4. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil behavior and achieve an effective learning environment in the classroom; maintain a classroom atmosphere conducive to learning.
5. Provide students with additional instruction as required if they need support in academic skill development.

C. PROFESSIONAL:

1. Maintain positive staff relations; Works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
6. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
7. Attend and participate in required in-service activities.
8. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
9. Follows District and Schools' policies.

ESSENTIAL JOB FUNCTIONS:

PHYSICAL: Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 25 pounds to waist height.
6. Is able to move throughout the building and school grounds as necessary.

MENTAL: Employee in this position must have the ability to:

1. Able to concentrate on a single task for up to two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.
4. Is able to speak and write in a clear, concise manner.

SOCIAL: Employee in this position must have the ability to:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The Career Technical Education Teacher shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, mental condition, veteran status, gender, and the actual or perceived sexual orientation.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

AN EQUAL OPPORTUNITY EMPLOYER