



Job Description Montgomery Independent School District

Job Title: CTE Teacher- Cosmetology

Exemption Status: Exempt/Professional

Reports to: Principal

Date Revised: April 2026

Dept./School: Assigned Campus

Salary: Teacher Hiring Schedule – 197 Days

Primary Purpose:

Direct and manage the cosmetology program for assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university preferred

TDLR Cosmetology Instructor License preferred

Valid Texas teaching certificate with required endorsements or related training and work experience for certification waivers under the District of Innovation Plan (DOI)

Demonstrated competency in cosmetology instruction

Special Knowledge/Skills:

Knowledge of cosmetology

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Ability to supervise students' daily tasks

Ability to manage budget and personnel

Strong organizational, communication, and interpersonal skills

Experience:

5 years industry experience

Experience leading in an instructional cosmetology setting preferred

Major Responsibilities and Duties:

Instructional Strategies

1. Oversee students' learning and TDLR modules and hours for student licensing.
2. Serve as advisor to SkillsUSA chapter, including planning and conducting leadership, citizenship, cooperative, career development, and competitive activities for students at local, regional, and state level.
3. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
4. Conduct assessment of student learning styles and use results to plan instructional activities.
5. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
6. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students' assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and supervise assignments of teacher aide(s) and volunteer(s).
9. Use technology to strengthen the teaching/learning process.

Student Growth and Development

10. Conduct ongoing assessment of student achievement through formal and informal testing.
11. Be a positive role model for students and support mission of school district.

Classroom Management and Organization

- 12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- 13. Manage student behavior in accordance with Student Code of Conduct and student handbook.
- 14. Accompany and supervise students at all off-campus activities including contests, workshops, and field trips associated with SkillsUSA.
- 15. Oversee maintenance of program related facilities and equipment including school farm.
- 16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 17. Assist in selection of books, equipment, and other instructional materials.

Communication

- 18. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Budget and Inventory

- 19. Develop and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
- 20. Coordinate fundraising activities and manage funds.
- 21. Maintain current inventory of all fixed assets related to the program.
- 22. Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

- 23. Participate in staff development activities to improve job-related skills.
- 24. Attend and participate in faculty meetings and serve on staff committees as required.
- 25. Comply with state, district, and school regulations and policies for classroom teachers.

Other

- 26. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals, standard instructional equipment; cosmetology equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; overhead reaching

Lifting: Frequent heavy lifting (45 pounds and over); may lift and move cosmetology equipment

Environment: Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; exposure to biological hazards; work around machinery with moving parts; work around moving objects or vehicles; work on uneven or slippery surfaces; work around animals; may work alone; frequent districtwide and statewide travel

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____