

## Citrus College

## Position Description

Position: Professional Teacher Assistant	Position Number:
Department/Site: Cosmetology	FLSA: Non-exempt
Evaluated by:	Salary Range: 49

### Summary

Provides technical and instructional assistance to students involved in cosmetology and esthetics curriculum that includes customer service oriented classroom and laboratory settings designed to further their knowledge and physical skill. Sets up, oversees, and gives demonstrations. Designs tests or simulation situations to support learning in compliance with faculty requirements.

### Essential Duties and Responsibilities

- Assists students with classroom and laboratory assignments that include customers from the general public, exercises, and tests under the direction of an authorized instructor. Reviews completed learning exercises. Monitors attendance.
- Orients students on the procedures and equipment available within the classroom or laboratory facility.
- Provides students with individualized or small group assistance, technical guidance, quality control, and study strategies for developing and improving basic skills appropriate to course content.
- Explains and clarifies learning activities to students. Advises a student on improved study methods. Clarifies concepts, principles, techniques and terminology.
- Assesses and evaluates student learning needs and prescribes supplemental learning materials that support course and instructor objectives. Monitors students' progress and discusses problems and improvements with instructors.
- Contributes to student retention by referring students to campus and community support services and programs.
- Demonstrates cosmetology procedures and techniques, revises materials and recommends and makes changes in instructional activities that apply the most current and first-hand knowledge of cosmetology trends and student needs.
- Provides students with assistance and training in the operation of equipment and use of materials including personal computers and application software.
- Prepares, operates and maintains instructional equipment. Performs minor operational troubleshooting to restore equipment to safe working condition.
- Administers and scores standardized and diagnostic tests as well as progress tests, examinations, and practicum. Determines skill levels based on test results and plans individualized learning activities accordingly.
- Prepares and maintains a variety of statistical reports and records on activities for student and program evaluation.
- Performs administrative support duties such as preparation of instructional materials, scoring tests, recording and averaging grades, and maintaining student records, files and inventories. Provides input to faculty for the determination of grades, units and credit.
- Prepares and delivers oral presentations and laboratory assistance to various groups on learning procedures, services and facilities upon request.
- Assists in monitoring expenditures within approved financial allocations, in procuring and evaluating new or replacement equipment, software, books or other materials and supplies for instructional and laboratory use.
- Assists with inventory of equipment supplies.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

- **Knowledge and Skills**

Requires in-depth knowledge of the concepts, learning strategies, and activities in the field of Cosmetology and Esthetics.

Requires knowledge of and skill in describing the current trends and styles in grooming and fashion.

Requires well-developed knowledge of proper chemical mixtures and combinations. Requires in-depth knowledge of laboratory procedures, organization, equipment, tests, experiments, and simulations.

Requires knowledge of instruction, tutoring, study skills development, and test administration.

Requires working knowledge of methods and procedures used in standard, financial and statistical recordkeeping, and salon practices.

Requires sufficient mathematical skills to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Requires well-developed English language skills to read, analyze, and apply procedural manuals, instructional and software manuals, textbooks and needed resources on learning strategies.

Requires well-developed human relations skill to facilitate learning with small groups and to convey technical concepts to others.

Requires sensitivity to the needs and needs and behavior of student of various ethnic, racial and cultural backgrounds.

- **Abilities**

Requires the ability to carry out the responsibilities of the position including deliver instruction to small groups, design and set up classroom and laboratory assignments, experiments, simulations, and tests, as well as student assignments.

Requires the ability to perform a variety of instructional assistance, tutoring and related support functions within the field of cosmetology.

Requires the ability to assist students in understanding the basic fundamentals of various aspects of cosmetology.

Must be able to maintain a customer service-oriented lab and equipment in a safe and organized manner, including the handling of chemicals.

Requires the ability to instruct students in the use of equipment, materials, chemicals, and computer-aided programs.

Requires the ability to perform routine recordkeeping and report writing duties.

Must be able to organize and prioritize work and manage time effectively.

Must be able to communicate in both formal and informal setting with students, instructors, and outside customers.

Must be able to coordinate the activities of work-study students.

- **Physical Abilities**

Incumbent must be able to function effectively indoors in a classroom/laboratory environment engaged in work of primarily an active nature.

Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium weight materials up to 25 pounds, and quickly move to work stations.

Requires sufficient arm, hand, finger dexterity to setup demonstrations and exercises.

Use hair care and cosmetology equipment, and use a computer keyboard and other office equipment.

Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings.

Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments and serve customers.

- **Education and Experience**

The position requires an Associate's degree in Cosmetology and six years of progressive experience that includes salon administration, service, and instructing.

- **Licenses and Certificates**

May require a valid driver's license.

Requires valid Cosmetology and Instructor of Cosmetology licenses issued by the State of California.

- **Working Conditions**

Work is performed indoors where safety considerations exist from physical labor and use of chemicals.