



Position Description

Position: Director of Cosmetology	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Dean of Career, Tech, Continuing and Contract Ed.	Salary Range: _____

General Description

Under the direction and supervision of a Dean, the Director of Cosmetology supervises the operation of the District's cosmetology instructional program. Supervision of this program includes, but is not limited to: participating in the development and implementation of curriculum; participating in the hiring and evaluation of full- and part-time faculty and staff; conducting student recruitment, and community service events; managing the department budget; communicating with the California State Licensing Board; maintaining business and industry contacts; scheduling faculty and staff hours; covering for absences of faculty when needed; and implementing District policies and regulations. The Director of Cosmetology maintains compliance of all state regulations governing the cosmetology program. This is a twelve month classified management position.

Essential Duties and Responsibilities

- Maintains leadership role in departmental short and long range planning.
- Participate in the development, review, and implementation of curriculum.
- Participate in the goals of the District instructional team.
- Participate in the hiring and evaluation of faculty and staff.
- Prepare class schedules, faculty assignments, calculation of faculty load and attendant budgetary costs.
- Support, facilitate, and develop annual community service activities and projects.
- Support and attend graduations of cosmetology and esthetician clubs.
- Comply with all rules and regulations in the Board of Barbering and Cosmetology Act.
- Participate in shared governance of the institution.
- Develop and maintain assigned budget.
- Resolve conflict.
- Perform other duties as assigned.

Minimum Qualifications



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- Possession of any Associates degree (Bachelor's degree is preferred, but is not required), AND
- Five years of continuous occupational experience in the field of cosmetology (two years continuous in a management role is preferred, but is not required), AND
- A current cosmetology license, AND
- Proof of completion of a Cosmetology Teacher Training course.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Ability to communicate effectively in English with a diverse population, both orally and in writing.

Preferred Qualifications

- Experience in managing an instructional and salon department in a community college setting.
- Knowledge in both Pivot Point and Milady text, classroom instruction, and community college curriculum.