POSITION DESCRIPTION

TITLE: Cosmetology Assistant
LOCATION: Cascadia Technical Academy
REPORTS TO: Cosmetology Instructor
DEPARTMENT: Cascadia Technical Center

SUMMARY STATEMENT:
Assist the instructor with high school seniors and adult students in skills and knowledge leading to entry-level employment or further education in cosmetology related occupations.

ESSENTIAL FUNCTIONS:
1. Assist Instructor with student supervisory responsibilities as assigned.
2. Assist with the implementation of the cosmetology curriculum and evaluate daily instruction units to reflect current industry methods and practices.
3. Assist instructor to promote and supervise student leadership (professional development) activities as an integral part of the curriculum.
4. Assist instructor to evaluate student classroom, lab experiences, and clinical competencies; maintain appropriate student records and report student progress to appropriate personnel.
5. Assist instructor to maintain a positive learning environment; safe and pleasant classroom atmosphere, and effective classroom management and discipline procedures while maintaining good instructor/assistant/student communication and rapport.
6. Assist to organize, manage, and appropriately maintain the instructional facility, equipment, and resources which will serve as a positive model to students and provide a safe working environment.
7. Responsible for reporting student hours to the State monthly.
8. Responsible for ensuring facilities and records are current and free from audit findings.

OTHER RESPONSIBILITIES:
1. Perform other duties as assigned.
2. Administer First Aid/CPR if needed.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Standing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing (66-100%)</td>
<td>Sitting (33-66%)</td>
<td>Bending/Stooping (33-66%)</td>
</tr>
<tr>
<td>Reaching (33-66%)</td>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

Lifting up to 50 lbs. individually (Up to 33%)

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Constant Interruptions (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. A minimum of 3 full-time years of cosmetology work experience required, but 6 years is preferred.
2. Experience in health record keeping preferred.
3. Prior teaching and/or supervisory experience required.
4. Ability to effectively present and teach cosmetology related skills leading to a state Cosmetology Certificate.
5. Ability to relate to high school seniors and adult students.
6. Ability to work effectively as a member of an instructional team.
7. Demonstrated ability in positive human relations.
8. Exceptional demonstrated organizational ability.
9. Demonstrated ability to perform under conditions of constant interruption.
10. Must be able to handle management of several ongoing and concurrent projects.
11. Willingness to complete an "Elements of teaching" course.
12. Preferred training and/or experience or willingness to take course work to increase knowledge and use of the following:
   - Anti-Bias, multicultural education
   - First Aid/CPR Training
13. Must be able to qualify for a Type II driving license.
14. Current Washington State Cosmetology Instructor License or have completed the required 500 internship hours to qualify for and secure an instructor's license with the State of Washington within 2 months of employment required.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ________________________________ Date: ________________

District: ________________________________ Date: ________________

Revised Date: 12/13/16
Classification: Paraeducator or PSE Pro-Tech, if qualified
Class: Bilingual ELL or CCSC - Class II or Class IV
Display on Web? Yes

Cosmetology Assistant