

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Cosmetology Lead Instructor

DEPARTMENT: Instruction/CTE

REPORTS TO: Associate Dean of CTE Programming

SUPERVISES: Cosmetology Instructors / Adjunct Instructors & Work-study students as needed

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 03/29/2021 Revision # 1 Date: 08/11/2021

TRAVEL: N/A

SICK LEAVE: 1hr earned per 30 hrs. worked (Max at 48hrs.)

COLLEGE-WIDE _____ **CAMPUS:** RANGELY X CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

We are looking to select one of our current part-time Cosmetology Instructor to become the lead faculty member in the program. In this role, you will be responsible for leading the Cosmetology program at CNCC. The selected candidate will become the administrator and work with the Associate CTE Dean, and CTE Dean on program needs. The lead instructor is responsible for handling the program schedule, managing program budget, handling program purchases, and program planning. The lead faculty will still be engaged with students by learning and adapting the course curriculum, teaching students the various cosmetology skills, setting tests, grading work, and mentoring students.

To ensure success as a Cosmetology Lead Instructor, you should have extensive experience working as a professional Cosmetologist, good interpersonal skills, and ability to work with multiple members of the CNCC family in a constructive manner. A top-class Cosmetology Lead Instructor takes a hands-on approach with their teaching, ensuring that every student gets the required knowledge they need to succeed in the beauty industry.

PRIMARY DUTIES:

In addition to maintaining duties of a Cosmetology Instructor, the Lead Instructor's additional duties will include, but not be limited to:

- Managing program budget
- Assist faculty with program needs
- Working with other instructors for ordering stock supplies for each course
- Teaching students the skills of the beauty trade
- Staying current with accreditation/DORA requirements
- Manage and process student graduation records and requirements
- Create program schedule for each semester
- Mentoring students and providing or referring additional support as needed
- Working with faculty on syllabi development and D2L content management
- Overseeing examinations and final practical tests
- Providing course and program feedback to the college or technical school
- Assist in the recruitment and retention of students
- Manager social media platforms pertaining to cosmetology in conjunction with CNCC marketing director

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training:

Minimum or Required:

- 4000 hours paid experience within the last 5 years

Licensure/Certification:

Minimum or Required:

- Valid/Current Colorado Cosmetology License

Equipment Skills:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position.

Minimum or Required:

- Computer and Printer
- Cash Register
- Telephone/voice mail
- Copier

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing					X	
Walking					X	
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing			X			
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					X	
Other environmental requirements:					X	

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____