

PT Instructional Lab Technician III - Cosmetology
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=248665>

Downloaded On: Nov. 21, 2024 8:23am

Posted Nov. 12, 2024, set to expire Dec. 13, 2024

Job Title	PT Instructional Lab Technician III - Cosmetology
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Nov. 12, 2024
Application Deadline	12/13/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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PT Instructional Lab Technician III - Cosmetology

Salary: \$36.59 - \$44.01 Hourly

Job Type: Part Time

Job Number: Instructional Lab Tech-24

Closing: 12/13/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: Instructional Lab Tech-24

Division: Technology

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on December 13, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Cosmetology (COS) department is one of six key departments within our technology division, dedicated to empowering students in the fields of cosmetology and esthetics. Our experienced instructors deliver a comprehensive curriculum that spans from foundational knowledge to advanced preparation for the state board exam.

We pride ourselves on a hands-on learning environment, offering both lecture and lab components to ensure students gain practical skills alongside theoretical understanding. Our on-campus salon serves as a vibrant training ground where students can practice their craft while providing services to the community.

Classes are conveniently scheduled Monday through Saturday, allowing flexibility for all learners. Our department is actively supported by a network of industry partners, enriching our program with real-world insights and opportunities.

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The COS department is deeply committed to fostering student success and is continuously striving for improvement. We seek individuals who share this dedication and are passionate about making a positive impact on our students' educational journeys. Join us in shaping the future of cosmetology and esthetics!

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.

Distinguishing Career Features

The Instructional Laboratory Technician III - Cosmetology, provides specialized support to faculty. This position requires an instructor of cosmetology license and competency with instruction and use of chemicals.

Job Duties

Essential Duties and Responsibilities

- Assists students with classroom and laboratory assignments that include patrons 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 students on improved study methods. Clarifies concepts, principles, techniques and terminology.
- 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.

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- 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 and maintaining 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.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

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

Preferred Qualifications

- Esthetician license.
- Professional experience working in a salon.

Supplemental Information

Knowledge and Skills

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The position 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 welldeveloped 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 record keeping, and salon practices. Requires sufficient mathematical skills to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Requires welldeveloped 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 skills 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 deliver instructional support to small groups, designing and setting 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 record keeping 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 students and student workers. Requires the ability to maintain productive and cooperative working relationships with others.

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

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Licenses and Certificates

May require a valid driver's license. Requires valid Cosmetology license issued by the State of California.

Working Conditions

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

Salary/Fringe Benefits

Grade 36 on District Classified Employee Salary Schedule at 47.5% (\$36.59 - \$44.01 /hour).

This position will NOT include the Health and Welfare benefits package.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a part-time (19 hours a week), 12-calendar month classified position.

Hours of employment are:

- Wednesdays 8am to 11:15am and 11:45am to 2:30pm (6 hrs)
- Thursdays 8am to 11:15am and 11:45am to 3pm (6.5 hrs)
- Fridays 8am to 11:15am and 11:45am to 3pm (6.5 hrs)

Initial placement of employees on Confidential Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police

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Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage

**Please note - the District does not provide for immigration sponsorships such as H1B Visas

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma
4. Cosmetology License

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4718572/pt-instructional-lab-technician-iii-cosmetology>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Cerritos College

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