

INSTRUCTIONAL ASSISTANT II, COSMETOLOGY
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254642>

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Posted Mar. 20, 2025, set to expire Apr. 6, 2025

Job Title	INSTRUCTIONAL ASSISTANT II, COSMETOLOGY
Department	
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Mar. 20, 2025
Application Deadline	04/06/2025
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
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INSTRUCTIONAL ASSISTANT II, COSMETOLOGY

San Jose/Evergreen Community College District

Close/First Review Date:04/06/2025

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

INSTRUCTIONAL ASSISTANT II, COSMETOLOGY San Jose/Evergreen Community College District

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The Instructional Assistant II, Cosmetology reports to the Division Dean, Business and Workforce Development at San Jose City College. The work schedule is 10.5 months per year; Monday - Friday; 8:00 a.m. to 5:00 p.m.

This position is represented by the California School Employees Association (CSEA), Chapter 363.

POSITION PURPOSE

Under the direction of an assigned supervisor, provide instructional assistance and support services relating to tutoring, learning techniques and skill development to students in a classroom or laboratory setting in support of cosmetology instructions and in accordance with assignments and instructions from an instructor or other academic personnel; work is performed within a framework of established District procedures; assigned duties are delegated by an instructor in accordance with the State of California Education Code.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant II, Cosmetology is an experienced level class requiring the Cosmetology license. Positions in this class are characterized by direct involvement in the instructional program working directly with students in a cosmetology laboratory setting. Incumbents may also prepare or produce instructional materials that require special skills and abilities. This class may serve as a lead to others providing similar support services.

DUTIES AND RESPONSIBILITIES

1. Assist students with classroom and laboratory assignments, exercises and tests under the direction of an instructor or other academic personnel.
2. Provide students with individualized or small group assistance, guidance and study strategies for the development and improvement of basic skills appropriate to course content, as established by prescribed procedures.
3. Explain and clarify learning activities to students; advise students on improved study methods; clarify concepts, principles, techniques and terminology.
4. Continuously assess and evaluate learning needs and prescribe appropriate learning materials to be used by students, in accordance with instructors approval.

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5. Monitor individual progress of students and discuss problems and improvements with instructor.
6. Support student retention by reviewing individual completion of learning activities, monitoring attendance and contacting student as necessary.
7. Refer students to other campus and community support services and programs as appropriate.
8. Recommend and demonstrate procedures and techniques, revision of materials and changes in instructional activities utilizing first-hand knowledge of student needs and problems.
9. Orient students on the procedures and equipment available within the classroom or laboratory facility.
10. Provide students with assistance and training in the routine operation of equipment and use of materials including computer and laser disk applications and monitor for appropriate use and security.
11. Prepare, operate and maintain instructional equipment including performing minor operational troubleshooting.
12. Administer and score standardized and diagnostic tests as well as progress tests, examinations and practicals; determine skill levels based on test results and plan individualized learning activities in conjunction with faculty.
13. Prepare and maintain a variety of statistical reports and records on activities for student and program evaluation.
14. Perform routine clerical duties such as preparation of instructional materials, scoring tests, recording and averaging grades and maintaining student records, files and inventories.
15. Provide input to faculty for the determination of grades, units and credit.
16. Prepare and deliver oral presentations and laboratory assistance to various groups on learning procedures, services and facilities upon request.
17. Assist in monitoring expenditures within fund allocations, in procuring and evaluating new or replacement equipment, software, books or other materials and supplies for instructional and laboratory use.

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18. Assist with inventory for equipment supplies.
19. Perform other duties related to the position as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Concepts, learning strategies and activities in the application of the field of cosmetology.
2. Current trends and styles in grooming and fashion.
3. Tutoring and study skills methods, and test administration.
4. Operation and use of educational equipment such as IBM and Macintosh computers, laser disks and application software, audio-visual equipment and related materials.
5. Retention strategies.
6. Methods and procedures used in standard record-keeping, statistical compilation and salon practices.

Skills and Ability to:

1. Perform a variety of instructional assistance, tutoring and related support functions within the field of cosmetology.
2. Assist students in understanding the basic fundamentals of various aspects of cosmetology.
3. Prepare and maintain accurate and up-to-date records and files.
4. Select the most effective methods to resolve identified learning problems.
5. Contribute to the development of learning activities which will enhance the understanding and learning progress of student program participants.
6. Apply language skills to read, analyze and utilize procedural manuals, instructional and software manuals, textbooks and needed resources on learning strategies.

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7. Effectively present information and respond to questions from groups of faculty, students and the general public.
8. Apply mathematical skills to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
9. Apply concepts of algebra and geometry.
10. Apply reasoning to define problems, collect data, establish facts, and draw valid conclusions.
11. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
12. Effectively communicate and interact with persons of diverse backgrounds and abilities.
13. Establish and maintain effective and cooperative working relationships with those contacted during the course of work.
14. Work independently and exercise good judgment.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Associate degree from an accredited college.
2. Four years related experience and/or training in the subject area.

Licenses and Certificates:

1. Valid Cosmetology license issued by the State of California.

Desired Qualifications:

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1. Bilingual abilities, desirable.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$44.33 - \$54.05 Hourly Salary (Range 110: Classified Salary Schedule Fiscal Year 2024-2025).

Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student

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success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

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

Contact

Faculty

San Jose/Evergreen Community College District

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