

**Cosmetology Instructional Technician (Instruction &
Classroom Support Technician 2)
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=258517>

Downloaded On: Aug. 20, 2025 8:59am

Posted Jun. 23, 2025, set to expire Jan. 6, 2026

Job Title	Cosmetology Instructional Technician (Instruction & Classroom Support Technician 2)
Department	SCC Cosmetology
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jun. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Vocational/Technical
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Job Description

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Cosmetology Instructional Technician (Instruction & Classroom Support Technician 2)

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Cosmetology

Salary Range: \$3,925 - \$5,271

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Starting salary for this position is: \$3,925 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until the position is filled. However, since the screening committee will begin reviewing applications on 06/30/2025, submissions are encouraged prior to that time.

About the Cosmetology Instructional Technician (Instruction & Classroom Support Technician 2)

JOB SUMMARY

Under general direction of the Dean of Technical Education the Instructional Technician provides instructional support within the Cosmetology department by organizing and maintaining materials, supplies and equipment as needed for the classroom and laboratories.

This position will assist instructors with lecture and laboratory materials, open and close the front desk, answer all phone calls and emails, conduct laboratory and/or lecture demonstrations and help instructors develop classroom and laboratory assignments. This position will also help instructors with assessing students' classroom and laboratory performance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Prepare equipment and materials for classwork projects, prepare demonstrations as requested by instructors, assist instructors with lecture and laboratory material as well as conducting laboratory and/or lecture demonstrations, assist instructors in developing assignments. *
- Oversee and demonstrate an appropriate analysis of client/model, assessing their needs. Demonstrate and oversee students performing technical skills and assess students' performance

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and make recommendations for improvements. Assist students scheduling client appointments. Order and stock proper quality and quantity of equipment and supplies and maintain adequate stock levels. *

- Meet with vendors to acquire the most efficient and effective equipment and product needs at the most reasonable cost. Train faculty on new equipment and product acquisitions. Store supplies safely, maintain product Safety Data Sheets (SDS) and dispose of hazardous waste properly. *
- Monitor and maintain laboratory software and advise faculty and students of potential software problems and train students on software use and application. *
- Make minor repairs to laboratory and classroom equipment and submit and monitor work orders for major repairs, maintain a safe work environment in both laboratory and classroom areas, ensure all equipment is in safe operating condition. *
- Conduct lectures and laboratory demonstrations in product knowledge, retail sales, clientele building and other related subjects, as necessary. *
- Assist instructors in classroom and laboratory preparations. *
- Coordinate guest speakers and other events, reserve appropriate meeting space to accommodate the number of attendees. *
- Support and help with orientation and registration days. *
- Answer email inquiries about the programs offered within the department. *
- Coach and evaluate student competencies in daily assignments and preparations for State Board testing. *
- Help coordinate, setup, and monitor all practical tests within the department. *
- Create monthly reports for the first of the month, input monthly reports into the state system, and keep faculty up to date on changes and essential information. *
- Answer phones daily, return all messages by the end of the day, schedule appointments, and demonstrate excellent customer service. *
- Open/close till, cash out clients, offer input on retail, and coach students as to needs of the front desk. *
- Schedule all parts of the advisory committee meetings (invite members, reserve space, order food, and invite all relevant college employees) take meeting minute notes and build relationships within the industry to grow the advisory committee membership. *
- Keep all inventory up to date in the software within the department, including adding products, changing prices, creating purchase orders, ordering, and receiving all orders placed. *
- Print pricelists and maintain social media for the department. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

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** Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about https://apptrkr.com/get_redirect.php?id=6312607&targetURL=

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Advanced knowledge of cosmetology, manicuring and esthetics skills to encourage, motivate and inspire students.
- Current Washington State License as an Instructor/Operator in cosmetology.
- Cosmetology product knowledge.
- Experience purchasing products/equipment for a business/organization.
- Experience with inventory control and use of a salon POS and inventory software program.
- Customer service experience.
- Computer competency with a strong understanding of Microsoft Office, with emphasis on Excel.
- Ability to work independently and collaboratively as a team member as required.
- Ability to multitask in a fast-paced environment.
- Ability to demonstrate innovative and creative ways to deliver information to students and team members.
- Self-motivated with strong organizational skills.

DESIRED QUALIFICATIONS

- Current Washington State License as an Instructor/Operator in program areas: esthetics, and manicurist.
- Two years of salon/industry and teaching experience.

PHYSICAL REQUIREMENTS

- Work is performed in office, classroom, and lab environments with frequent interruptions and background noise.
- Work requires prolonged periods of standing and walking.
- Work is active.
- Move up to 50 lbs. frequently and up to 75 lbs. occasionally. (Team lifts are encouraged and to be used at the employee's discretion.)

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- Requires frequent kneeling, stooping, crouching, crawling, climbing and twisting.
- Requires frequent repetitive reaching, grabbing, and stretching.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or chemicals.
- Frequent oral and auditory communication with others.
- Must be physically able to operate a hand truck and ladder safely.

CONDITIONS OF EMPLOYMENT

- Cyclic schedule (10 months/40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- May require local or regional travel.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full

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time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

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To apply, please visit: <https://careers.ccs.spokane.edu/jobs/cosmetology-instructional-technician-instruction-classroom-support-technician-2-spokane-washington-united-states-6a2ed869-cdb4-4c10-bc7b-22db386cad16>

Contact Information

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

Contact

SCC Cosmetology
Community Colleges of Spokane

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