



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Cosmetology
Job Title	Cosmetology Adjunct Instructor
Reports to	Director of Cosmetology

Level/Grade	Type of position: Full-time Permanent Full-time Temporary <input checked="" type="checkbox"/> Part-time Temporary	
Revision Date 07/19/2021		

GENERAL RESPONSIBILITIES

Position may include day and/or evening hours. McDowell Technical Community college is seeking an experienced Cosmetology Instructor to support our growing and progressive Cosmetology program. Must be self-motivated and a supportive team player with the ability to teach all courses within in the Cosmetology curriculum in a well-organized classroom/lab and follow proper infection control rules set by the NC State Board of Cosmetic Arts.

SPECIFIC RESPONSIBILITIES

1. Instruct theory, practical application, and supervise client labs that support the Cosmetology Curriculum while maintaining a clean and safe laboratory environment
2. Prepare and utilize lesson plans based off of the Cosmetology Curriculum set by the NC State Board of Cosmetic Arts
3. Complete administrative task such as attendance, grading, recording using Discovery Pro software, and managing and maintaining State Board Records
4. Prepare new student enrollment/withdrawal/grad forms for submittal by the Director
5. Adhere to all policies and procedures set forth by McDowell Technical Community College and NC State Board of Cosmetic Arts
6. Participate in department and college wide advising activities
7. Facilitate the learning process by designing and implementing instructional activities that are appropriate and meaningful
8. Develop and maintain a course syllabus for all courses
9. Assist in program recruitment
10. Attend advisory committee meetings as well as meetings set forth by the college and Director
11. Accurately complete and submit paperwork required by the college such as drop/add forms
12. Use the college's student information system(WebAdvisor) to assist and retain students and advisees
13. Keep abreast of current technology; incorporate latest instructional technologies and interactive learning technologies in course delivery
14. Utilize the colleges online learning system (open LMS) as well as the Cosmetology incorporated Mind tap learning platform.
15. Strong Computer skills and commitment to the use of technology in instruction
16. The ability to communicate effectively to students and faculty in a professional manner
17. Effectively handles stressful situations with professionalism and patience
18. Maintains Cosmetologist and Cosmetologist Teacher license

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19. Other duties as assigned

QUALIFICATIONS

- Minimum Qualifications
- 1. North Carolina Cosmetology Licenses
- 2. North Carolina Cosmetology Teacher Licenses
- Preferred Qualifications
- 1. Associates degree in Cosmetology
- 2. 2 years teaching experience
- 3. Experience practicing in a NC Board inspected Salon
- 4. Milady Training
- 5. Bilingual