



# MCDOWELL TECHNICAL COMMUNITY COLLEGE

## Job Description Form

Division/Department	Esthetics
Job Title	Esthetic Adjunct Instructor
Reports to	Director of Cosmetology and Lead Esthetic Instructor

Level/Grade	Type of position: Full-time Permanent    Full-time Temporary <input checked="" type="checkbox"/> Part-time Temporary	
Revision Date    06/01/2023		

### GENERAL RESPONSIBILITIES

Position is for evening hours. McDowell Technical Community college is seeking an experienced Esthetic Instructor to support our growing and progressive Esthetic program. Must be self-motivated and a supportive team player with the ability to teach all courses within in the Esthetic 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 Esthetic Curriculum while maintaining a clean and safe laboratory environment
2. Prepare and utilize lesson plans based off of the Esthetic 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 Esthetic incorporated CIMA 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 Esthetic license and Esthetic Teacher license or Cosmetologist and Cosmetologist Teacher license
19. Other duties as assigned

Division/Department Esthetics

## **QUALIFICATIONS**

- Minimum Qualifications
  - 1. North Carolina Cosmetology Licenses with Esthetic experience or North Carolina Esthetic Licenses
  - 2. North Carolina Cosmetology Teacher Licenses with Esthetic experience or North Carolina Esthetic Teacher Licenses
  
- Preferred Qualifications
  - 1. 2 years teaching experience
  - 2. Experience practicing in a NC Board inspected Salon
  - 3. Milady Training