



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

River Region: Elmore, Prattville, Millbrook, Wetumpka, and surrounding areas

POSITION: Cosmetology Instructor (Part-Time) Open: 7/18/14
Close: On-going

QUALIFICATIONS:

A minimum of an Associate Degree or equivalent (at least sixty (60) semester hours) in a planned program including Associate Degree Core) **required**. Specialized course work equivalent to the junior or technical college program is **required**. Three years of successful full-time experience as a practitioner in Cosmetology is **required**. Cosmetology Instructor's license is **required**. Cosmetology Instructor's not having an Associate Degree will still be considered; however, if hired, will be required to obtain the degree within the first two years of employment. Effective oral and written communication skills are **required**.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of and a commitment to the philosophy and mission of the two-year college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Technical Programs Department Chairperson, the Vice President for Instruction, the President, and the State Board of Education, responsibilities will include the following:

1. Teach effectively in the Cosmetology field, establishing and accomplishing state Student Learning Outcomes (SLO's) and IEP's Institutional Effectiveness Plans for Cosmetology.
2. Obtain and maintain state-of-the-science knowledge both in areas of technical expertise and in teaching methodology, based on current Cosmetology Instructional Curriculum Pivot Point.
3. Maintain the Cosmetology instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and by recommending additional instructional equipment and materials.
4. Select and present to the Technical Department Chairperson, and the Vice President for Instruction at least three (3) members of a Cosmetology Program Advisory Committee. The committee should be selected or reconfirmed prior to September 1 of each year.
5. Minutes of at least one meeting with members of the Cosmetology Program Advisory Committee must be filed with the Technical Department Chairperson, and the Vice President for Instruction each year.
6. Work closely with the Cosmetology Program Advisory Committee to keep a close relationship with the business and industrial community.
7. Serve on faculty committees to develop and improve the instructional program.
8. Maintain accurate program related records concerning student attendance, instructional objectives, learning outcomes, WIA Reports, and submit those reports required for the operation of an effective training program.
9. Be responsible during the official school day for his/her department and those students assigned to that department.
10. Attend all scheduled faculty meetings and special programs presented by the college.
11. Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
12. Acquire instructor textbooks, training manuals, and any other materials necessary for instruction in the Cosmetology discipline.
13. Participate in articulation and student recruiting efforts with public and private schools in the college's service area.
14. Participate in the college's annual academic and technical competitions.
15. Present an annual budget request for instructional equipment and supplies to

- the Technical Department Chairperson.
16. Work with full time Cosmetology Lead Instructor to develop and maintain SLO's and IEP's for the Cosmetology Program.
 17. Maintain current Alabama State Board of Cosmetology License as a cosmetologist and Instructor.
 18. Perform other duties as may be assigned by the Technical Programs Department Chairperson, the Dean of Instruction, or the President.

SALARY: Local salary rate of \$15.00 per hour.

APPLICATION PROCEDURE:

A complete application packet must include:

1. WCCS application
2. A resume`
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on the application.
4. Verification of work experience **in writing** from current or previous employer. Verification should be printed on company letterhead, include dates of employment, position title(s), and some of the duties performed.

All application information must be received by **12:00pm, Friday, August 1, 2014**. Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application packet is the responsibility of the applicant.

Employment applications may be accessed from the College website: www.wccs.edu or from the Human Resources Office, located in the Office of Business and Finance. Complete packets must be returned to:

**Human Resources Office
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702.**

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$13.00 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Wallace Community College Selma is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.