

Assistant Pre-Cosmetology Instructor

RESPONSIBILITIES:

1. Assist the lead instructor in implementing Programs of Study and delivering instruction in cosmetology-related content including, but not limited to, hair styling, facials, manicures, sanitation, and safety procedures.
2. Support a classroom and laboratory environment conducive to learning and student success.
3. Assist with maintaining student records, documentation, purchases, receipts, and other records as required by the WVDE and WV Board of Barbers and Cosmetologists.
4. Ensure sanitization, cleanliness, and safety standards are maintained in all instructional and laboratory areas.
5. Model and promote professional customer service skills within the pre-cosmetology program.
6. Assist with inventorying supplies, stocking materials, and preparing equipment for instructional use.
7. Support instructional delivery through preparation of materials, demonstrations, and student assistance during laboratory activities.
8. Assist in monitoring student progress toward mastery of Content Skill Sets and program competencies.
9. Reinforce instruction and procedures aligned with WV Board of Cosmetology standards and industry expectations.
10. Provide guidance, encouragement, and feedback to students regarding performance, professionalism, and employability skills.
11. Supervise students during classroom, laboratory, and off-site instructional activities as assigned.
12. Assist with maintaining records of products sold and services completed within the pre-cosmetology program.
13. Work collaboratively with the lead pre-cosmetology instructor and other school personnel.
14. Help maintain appropriate supervision and organization of the pre-cosmetology laboratory and classroom areas.
15. Monitor learning environments for safety, security, and proper student conduct.
16. Communicate effectively with students, staff, parents, and community partners.
17. Participate in professional development opportunities related to cosmetology, education, safety, and career technical education.
18. Encourage productive work habits, professionalism, attendance, and positive student behavior.
19. Promote positive pupil-teacher-parent relationships.
20. Assist with student organization activities, including SkillsUSA events, competitions, and leadership development opportunities.
21. Work cooperatively with industry representatives, advisory committee members, and community partners.
22. Support recruitment, retention, and promotional activities for the pre-cosmetology program.
23. Perform other duties and responsibilities as assigned by the Director of Career and Technical Education and/or designee.