



Cosmetology Teaching Assistant

STARTING DATE: 2024-2025 school year
REPORTS TO: Assigned Supervisor
WORK YEAR: 191 days; 6 hours per day
SALARY RANGE: Appropriate step on Classified Salary Schedule - Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or equivalent
- Possess a current Ohio State Board of Cosmetology Instructor's License
- Minimum three years successful work experience in the Cosmetology field preferred
- Valid Ohio Instructional Aide certificate or ability to obtain
- Ability to work as a team member with the Cosmetology Instructor and interact positively with students, staff and customers
- Ability to guide high school students using a combination of subject matter and lab experiences designed to prepare students for career choices/post-secondary opportunities in the cosmetology field
- Highly motivated self-starter with a demonstrated ability to work with students having a variety of needs and abilities in a team environment
- Proficiency with technology; familiarity with point-of-sale system
- Effective organizational and time management skills; excellent oral and written communications skills
- Must be able to tolerate standing for extended periods of time
- Ability to lift, carry and/or move objects with a minimum weight of 40 pounds including, but not limited to, supplies and equipment; and/or help other with heavy objects
- Demonstrated problem solving abilities, ability to communicate clearly and prioritize multiple tasks
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Assist Cosmetology instructor in instruction, development, and supervision of student skills
- Assist Cosmetology instructor with salon operations (customer service area/lab prep); knowledge of salon operations
- Assist in maintaining storage and lab areas; have in-depth knowledge of all lab equipment and how it functions
- Transport students to and from work study assignments; Ability to obtain Ohio School Van Driver Certification within 6 months of appointment
- Ability to interact with customers; e.g. internet communications, face-to-face connections, phone reservations
- Flexibility of working occasional after hours or weekend events as needed
- Ability to know routines and plans in case of a substitute teacher
- Knowledge of; and assistance with; competition events (SkillsUSA) for student organization
- Provide appropriate control and direction for student behavior
- Observe and report students' work/classroom behaviors to the instructor
- Balance and deposit receipts daily
- Serve as an appropriate example for student work behaviors; communicates high expectations and shows interest in student progress
- Actively assists in upholding and enforcing the student code of conduct, administrative regulation and Board Policy
- Work under the guidelines of Greene County Career Center's Mission Statement and Goals
- Promote favorable image of the Career Center
- Takes the initiative to identify and solve problems independently; promotes teamwork; provides assistance to other staff as directed
- Demonstrate professionalism and maintains a positive work attitude
- Attend in-service and staff meetings as directed
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

DEADLINE: Open until filled.
Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

APPLY TO: David Deskins, Superintendent
Greene County Career Center
532 Innovation Drive
Xenia, OH 45385
jobs@greeneccc.com
www.greeneccc.com

Greene County Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.

Posted 4.11.24