

INSTRUCTIONAL ASSISTANT

Cosmetology

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill, and does related work as required.

TYPICAL DUTIES

Tutors students individually and in groups in manipulative skills acquisition; assists instructors in all phases of cosmetology, with competence in working with hair from diverse populations, and all specialized areas of industry; and confers with instructors on student progress, class procedures and instructional methods. Assembles instructional materials according to instructors' guidelines; and assists in training of students in the use of instructional equipment and appropriate learning methods and procedures. Oversees student workers as needed, including scheduling and assigning tutors; clarifies instruction assignments; assists in monitoring work schedules; maintains records and files of instructional materials and equipment; and maintains students' attendance records. Proctors examinations; records and files test results in accordance with specific instructions; assists in developing training materials, including syllabi and visual aids; and assists faculty member or staff with laboratory or field research. Sets up and operates audiovisual equipment; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Four years of current salon experience. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of California Board of Barbering and Cosmetology examination. Possession of a current Cosmetology License.

KNOWLEDGE OF

Knowledge of instructional methods and training techniques including curriculum design principles, learning theory, group and individual tutoring techniques, design of individual development plans, and test design principles. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, forms design principles, and other office procedures and terminology. Knowledge of cosmetology; and State Board of Cosmetology record keeping procedures.

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in managing one's own time and the time of others; communicating effectively with others

orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to tutor students in cosmetology; operate office equipment including computers and supporting word processing, spreadsheet and database applications; and to operate equipment associated with cosmetology.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Computer, printer, copier, cosmetology equipment, and A/V equipment.