



Position Vacancy Announcement

Posting Date: October 19, 2009

Position Title: **INSTRUCTOR, COSMETOLOGY (12 Month)**

Hiring Range: Salary to commensurate with education and experience

Advertising Internally & Externally

The Curriculum Faculty reports directly to the assigned coordinator or program head. The Curriculum Faculty provides quality learning experiences, facilitates the learning process, advises students, seeks professional development opportunities, contributes to the development of curriculum courses/programs and interacts with community/industry members.

Minimum
Qualifications:

Required:

- Current North Carolina Cosmetology License
- Current North Carolina Teaching License
- Teaching experience
- Work experience in field specific to assignment
- An understanding of and commitment to the comprehensive community college philosophy and mission
- Proven ability to work with individuals of diverse backgrounds
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees
- Ability to work effectively in a team and without close supervision
- Ability to plan work, set priorities and to distinguish between the important and the urgent
- Demonstrated excellence in written, oral, and interpersonal communication skills

Preferred:

- Associate degree in Cosmetology
- Teaching experience at the Community College level
- Fluency in a foreign language, preferably Spanish

Duties and
Responsibilities:

DUTIES:

- Facilitate the learning process for all students and provide appropriate instruction for individual students as needed
- Provide instruction that supports sound educational practice and that is in keeping with the philosophy and objectives of the college
- Develop a course outline/syllabus for each course taught
 - File copies with the assigned coordinator or program head, division chair, and electronically with the Office of the Vice President for Instructional Services; maintain one copy for personal use.
 - Distribute syllabi to each student during the first week of class
- Select textbooks in cooperation with the assigned coordinator or program head and the

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- division chair
- Obtain approval from the assigned coordinator or program head, division chair and the Office of the Vice President for Instructional Services for all field trips on appropriate form at least two week in advance of the field trip
 - Maintain order and care of facility in which instructor teaches
 - Keep current inventory and maintenance of all equipment assigned to instructor
 - Meet the class schedule as approved by the assigned coordinator or program head, division chair and the Office of the Vice President for Instructional Services. Serve as academic advisor to designated students
 - Teach a minimum of 18 hours per semester
 - Keep a minimum of five (5) office hours per week
 - Work a minimum of 30-hours of the 40-hour work week on campus
 - Participate in publicity efforts of the College and recruitment of students
 - Evaluate the achievement of students in assigned classes using the grading system published in college documents
 - Attend all committee, faculty, and departmental meetings
 - Participate in professional development as scheduled in-house and a minimum of one (1) workshop, professional meeting, seminar, college course or other approved professional development activity per year
 - Participate in strategic planning, program planning/evaluation and budget planning process
 - Maintain good public relations with other areas of the College and with the community
 - Serve on institutional committees as appointed by the President
 - Present all records and reports by deadline to appropriate person
 - Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
 - Act as a team player when working with any and all employees of the College
 - Perform other duties as assigned by the Department Chair

Application
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered and must be received by October 30, 2009.

Contact:

Human Resources Office
Caitlin Thompson
(acthompson@randolph.edu)
Randolph Community College
PO Box 1009

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Asheboro, NC 27204
Office - (336) 633-0256

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