

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Instructional Laboratory Technician IV, Cosmetology

**Department:** Cosmetology

**Location:** SJCC

**Date:** 3/14/2017

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**POSITION PURPOSE**

Under the general supervision of a Dean or assigned administrator, performs comprehensive logistical support services for Cosmetology/Esthetician instructional programs using materials, supplies and equipment for lecture, laboratory, and other activities within the discipline. The position requires the use of special techniques and equipment in the production of materials.

**DISTINGUISHING CHARACTERISTICS**

General supervision or direction is provided by academic management or supervisory personnel. Technical and functional supervision may be provided by instructional personnel. Responsibilities may include providing training, technical and functional direction to, and reviewing the work of other Instructional Laboratory Technicians, part-time personnel or student assistants.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Perform a variety of coordination, preparation and planning in the operation of the Cosmetology/Esthetician program.
2. Discuss planned laboratory activities with instructors to determine what/when materials and supplies will be needed.
3. Prepare and maintain basic chemicals and solutions for permanents, colors, relaxers and assemble supplies, aids, aids and materials to be used in Cosmetology/Esthetician laboratory exercises, practicals, and demonstrations.
4. Analyze and resolve, or assist instructional laboratory personnel in solving problems of inconsistent results in classroom exercises.
5. Provide and assign materials, supplies and equipment to students in accordance with established controls and procedures.
6. Utilize proper safety precautions and procedures in handling all types of laboratory chemicals, materials and hazardous waste.
7. Assemble and demonstrate new solutions and processes, equipment and apparatus.
8. Identify, order, pick up and deliver supplies, materials, and equipment necessary for laboratory exercises. Work directly with vendors and suppliers as appropriate.
9. Update inventory continuously to reflect current trends and styles in all areas of cosmetology/esthetician and manicure.
10. Perform mathematic computations necessary to calculate appropriate concentrations of solutions.
11. Maintain, test, and perform preventive maintenance on Cosmetology/Esthetician laboratory equipment; request for repairs as necessary.

12. Sterilize and disinfect laboratory equipment and reusable supplies; clean facility as necessary.
13. Obtain and maintain Material Safety Data Sheets.
14. Maintain security and ensure the safe and proper handling, storage, and labeling of hazardous materials and hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
15. Provide technical guidance, assistance, and training to laboratory personnel in laboratory procedures and equipment usage.
16. Train and show students and new faculty the proper and safe methods and procedures for laboratory equipment, operation and materials handling.
17. Provide information on needed supplies, equipment, student kits, and materials during the budget preparation process.
18. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principals, practices, and techniques used in the field of cosmetology.
2. Current trends and styles in all areas of cosmetology/esthetician and manicure.
3. Sterilization techniques and infection control procedures.
4. Potential outcome of improperly mixed chemicals and the consequences of their application.
5. Equipment, materials and supplies which are used in cosmetology/esthetician and manicure and their proper and safe handling and disposal.
6. Supply and inventory practices utilized in professional salons for effective maintenance of stock levels.
7. Enterprise application software and MS Office such as Word, Excel spreadsheets.
8. Modern office practices, procedures and equipment including computer operation.

### **Skills and Ability to:**

1. Mix basic chemicals for permanents, colors, and relaxers.
2. Perform assigned duties with a significant degree of independence, observing proper and safe procedures and techniques.
3. Apply language skills to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Write routine reports, business correspondence and procedure manuals.
5. Apply mathematical skills to calculate figure and amounts such as discounts, proportions, percentages, concentrations, and volume.

6. Utilize reasoning skills to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form; and deal with problems involving several concrete variable standardized situations.
7. Effectively communicate and interact with persons of diverse backgrounds and abilities.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Education:**

1. An Associate degree from a two-year college or technical school.
2. Three years of related work experience and/or training.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.

**Licenses and Other Requirements:**

1. Valid Cosmetology license issued by the State of California.
2. Valid California driver's license.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.

Board Approved: format conversion

Salary Range: 86

EEO Category: 2B3 – Technical/Paraprofessional