

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

Position: Instructional Assistant III, Cosmetology

Department: Cosmetology

Location: San Jose City College

Date: February 13, 2019

POSITION PURPOSE

Under the direction of an assigned supervisor, provide extensive instructional assistance and support services relating to tutoring, learning techniques and skill development to students in a classroom or laboratory setting in support of cosmetology instructions and in accordance with assignments and instructions from an instructor or other academic personnel; work is performed within a framework of established District procedures; assigned duties are delegated by an instructor in accordance with the State of California Education Code.

DISTINGUISHING CHARACTERISTICS

The Cosmetology Instructional Assistant III class is an advanced level class which provides extensive direct assistance to students in a laboratory environment including direct tutoring, application of learning techniques, skill development and active assistance in the scoring of tests, assessing student progress and participation in laboratory-based demonstrations.

KEY DUTIES AND RESPONSIBILITIES

1. Assist students with classroom and laboratory assignments, exercises and tests under the direction of an instructor or other academic personnel.
2. Provide students with individualized or small group assistance, guidance and study strategies for the development and improvement of basic skills appropriate to course content, as established by prescribed procedures.
3. Participate directly as assigned in the performance of laboratory demonstrations to show proper applications, methods and techniques of each aspect of the program including hairstyling, manicure, pedicuring, makeup application and general grooming.
4. Assist in the administration and scoring of tests, examination and exercises.
5. Explain and clarify learning activities to students; advise students on improved study methods; clarify concepts, principles, techniques and terminology.
6. Continuously assess and evaluate learning needs and prescribe appropriate learning materials to be used by students, in accordance with instructor's approval.
7. Monitor individual progress of students and discuss problems and improvements with instructor.
8. Support student retention by reviewing individual completion of learning activities, monitoring attendance and contacting student as necessary.
9. Refer students to other campus and community support services and programs as appropriate.
10. Recommend and demonstrate procedures and techniques, revision of materials and changes in instructional activities utilizing first-hand knowledge of student needs and problems.
11. Orient students on the procedures and equipment available within the classroom or laboratory facility.
12. Provide students with assistance and training in the routine operation of equipment and use of

materials including computer and laser disk applications and monitor for appropriate use and security.

13. Prepare, operate and maintain instructional equipment including performing minor operational troubleshooting.
14. Administer and score standardized and diagnostic tests as well as progress tests, examinations and practicals; determine skill levels based on test results and plan individualized learning activities in conjunction with faculty.
15. Prepare and maintain a variety of statistical reports and records on activities for student and program evaluation.
16. Perform routine clerical duties such as preparation of instructional materials, scoring tests, recording and averaging grades and maintaining student records, files and inventories.
17. Provide input to faculty for the determination of grades, units and credit.
18. Prepare and deliver oral presentations and laboratory assistance to various groups on learning procedures, services and facilities upon request.
19. Assist in monitoring expenditures within fund allocations, in procuring and evaluating new or replacement equipment, software, books or other materials and supplies for instructional and laboratory use.
20. Assist with inventory for equipment supplies.
21. Perform other duties related to the position as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Concepts, learning strategies and activities in the application of the field of cosmetology.
2. Current trends and styles in grooming and fashion.
3. Tutoring and study skills methods, and test administration.
4. Operation and use of educational equipment such as IBM and Macintosh computers, laser disks and application software, audio-visual equipment and related materials.
5. Retention strategies.
6. Methods and procedures used in standard record-keeping, statistical compilation and salon practices.

Skills and Ability to:

1. Perform a variety of instructional assistance, tutoring and related support functions within the field of cosmetology.
2. Assist students in understanding the basic fundamentals of various aspects of cosmetology.
3. Prepare and maintain accurate and up-to-date records and files.
4. Select the most effective methods to resolve identified learning problems.

5. Contribute to the development of learning activities which will enhance the understanding and learning progress of student program participants.
6. Apply language skills to read, analyze and utilize procedural manuals, instructional and software manuals, textbooks and needed resources on learning strategies.
7. Effectively present information and respond to questions from groups of faculty, students and the general public.
8. Apply mathematical skills to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
9. Apply concepts of algebra and geometry.
10. Apply reasoning to define problems, collect data, establish facts, and draw valid conclusions.
11. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
12. Effectively communicate and interact with persons of diverse backgrounds and abilities.
13. Establish and maintain effective and cooperative working relationships with those contacted during the course of work.
14. Work independently and exercise good judgment.

Experience and Education:

1. Associate degree from a two-year college or technical school related to the area of cosmetology.
2. Two years' related experience and/or training.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills

Licenses and Certificates:

1. Valid Cosmetology or Esthetics license issued by the State of California.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a variety of equipment.

Board Approved: 04/1998, 02/2019

Salary Range: 130 (the Instructor of Cosmetology License removed and Esthetics License added)

EEO Category: 2B3 – Technical/Paraprofessional