

Faculty Job Description

Job Title: Cosmetology/Barber Educator Cisco Campus
Reports to: Dean of Workforce and Economic Development
Job Description Created: June 6, 2024

Job Summary

The primary responsibility of this position is the day-to-day operations pertaining to credit courses included in the Workforce and Economic Development Division.

Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Essential Functions and Primary Duties

The Educator will teach Cosmetology or Barber courses required for the program to students from a diverse cultural and educational background. Engagement in the classroom enhances knowledge of academic content and leads to higher student success.

1. Ensures that student learning outcomes for courses are current with Texas Department of Licensing and Regulation and the Texas Higher Education Coordinating Board.
2. Provides guidance to students in their learning and educational planning.
3. Advises and helps to register students for upcoming semesters.
4. Uses content outlines to direct learning, providing lesson plans and course outcomes.
5. Demonstrates high standards, both academic and professional.
6. Evaluates student work constructively and provides timely feedback.
7. Reviews, evaluates, and recommends student learning materials.
8. Develops and uses a syllabus and course information material for each course, laboratory, or clinical setting.
9. Teaches both theoretical and practical learning experiences.
10. Selects and maintains appropriate materials, audiovisuals and equipment to enhance student education.
11. Directs, guides and evaluates student performance in a laboratory setting.
12. Maintains a positive learning environment.
13. Maintain student records pertaining to the program.
14. Reviews, evaluates, and revises program curricula and teaching methods.
15. Submits recommendations related to budget and purchases.
16. Performs all other functions necessary for the proper operation of assigned courses.

17. Is prepared in advanced to keep students engaged and learning while in the lab or classroom