



Position Announcement

Cosmetology Associate Instructor

TCAT Pulaski is accepting applications for a full-time Cosmetology Associate Instructor to be located at our main Campus.

MINIMUM QUALIFICATIONS:

- Must be a graduate of an approved School of Cosmetology.
- Hold a current Tennessee Cosmetology Instructor License.
- Minimum of three (3) years of successful employment as a licensed Cosmetologist.

PREFERRED QUALIFICATIONS:

- Teaching experience strongly preferred.

SKILLS:

- Must possess strong verbal and written communication skills.
- Must have strong interpersonal skills and the ability to motivate and relate to a diverse student population.
- Must possess the computer skills necessary to be an effective instructor.
- Must be willing to learn and use classroom management best practices and individualized instructional techniques.
- Must be willing to remain current in the Cosmetology profession.

GENERAL DUTIES:

- Responsible for delivering instruction in all areas of cosmetology including:
 - Sterilization, sanitation, and bacteriology.
 - Hair Care: shampooing, rinsing, styling, shaping, coloring, relaxing, and permanent waving.
 - Skin Care: facials, arching, lash and brow tinting.
 - Theory Instruction: anatomy, physiology, chemistry, Tennessee cosmetology law.
 - Salon Operations: reception, desk operations, client scheduling, and dispensing.
 - Soft Skills: interpersonal skills, shop ethics, and sales strategies.
 - Technology: computer-based salon applications and software.
- Coordinating clinical/practical experiences and managing patron services.
- Maintaining accurate student records and documentation.
- Developing curriculum and instructional materials.
- Participating in student recruitment, placement, and follow-up of program completers
- Engaging in professional development to remain current with industry standards.
- Monitor, grade, and evaluate individual students' performance and progress; maintain appropriate documentation of student progress; prepare and submit timely reports.



- Maintain personal certifications and program accreditation.
- Participate in student organizations (SkillsUSA, National Technical Honor Society, etc.).
- Maintain a well-organized, safe, and clean lab and/or classroom.
- Maintain an active Program Advisory Committee and cooperate with outside agencies.

SALARY:

In accordance with guidelines established by the Tennessee Board of Regents and the Tennessee Colleges of Applied Technology.

APPLICATION SUBMISSION & REVIEW:

To be considered for a position at TCAT-Pulaski, you must create an online application at

<https://secure.dc4.pageuppeople.com/apply/1126/gateway/Default.aspx?c=apply&sJobIds=501530&SourceTypeID=796&sLanguage=en-us>. Your skills, abilities, qualifications, and years of experience will be evaluated using what is recorded on your application. Please include the complete Begin and End Dates under your Employment History. Scan and attach required documents to the online application in Word or PDF format.

REQUIRED DOCUMENTS:

Cover Letter

Resume

Educational transcripts and diploma and licenses

EMPLOYMENT DOCUMENTS: Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. A criminal/financial background check will be required for applicant selected.

TCAT Pulaski does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christa Williams, Vice President Student Services/Title VI Coordinator, christa.williams@tcatpulaski.edu, 1233 E. College St, Pulaski, TN 38478, 931-424-2404. The TCAT Pulaski policy on nondiscrimination can be found at <https://www.tcatpulaski.edu/about/non-discrimination-statement>.

**EOE/Title IX/Title VI/ADA Employer
A Tennessee Board of Regents institution**