



## **PART-TIME INSTRUCTOR – COSMETOLOGY**

### **JOB DUTIES**

Under the supervision of the CTE Department Chair and Cosmetology Faculty, the part-time instructor responsibilities will include:

#### **Instructional Duties:**

- Prepare and update course syllabi annually; distribute and review with students.
- Teach assigned courses and maintain scheduled class times.
- Use instructional methods appropriate for diverse student backgrounds and learning styles.
- Create a supportive and engaging learning environment.
- Revise teaching methods for improved learning outcomes.
- Promote and assess achievement of course/program competencies.
- Maintain accurate student records including attendance and grades.
- Participate in curriculum development and revision.
- Encourage students to use academic and support services.
- Refer students to tutorial and other support resources and conduct follow-up.
- Integrate technology into teaching when appropriate.

#### **Assessment, Curriculum & Program Review:**

- Assist with assessments and curricular updates at course, program, and institutional levels.
- Participate in state-mandated program reviews and reporting.

#### **Professional Development:**

- Maintain required CTE credential(s), licenses, and certifications.
- Participate in professional growth activities (e.g., workshops, conferences, memberships).
- Complete performance evaluations with supervisors.
- Stay current in instructional and industry trends.

#### **Other:**

- Maintain equipment and supply inventories and request equipment repairs.
- Submit reports and documentation by deadlines.
- Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Active Colorado Cosmetology and/or Barbering License
- 2 years (4,000 hours) of occupational experience (within the last 10 years)
- Active CTE Credential or willingness to obtain

## **PREFERRED QUALIFICATIONS:**

- Associate degree in related field
- 2-4 years of salon and/or clinic floor experience
- Teaching experience
- Recruiting experience
- Ability to work cooperatively and effectively with diverse student populations

**PART-TIME POSITION:** Up to 28 hours per week.

**START DATE:** July 1, 2025

**COMPENSATION:** \$23.00/Hour

## **APPLICATION INSTRUCTIONS:**

For considerations, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts

Please submit the application file to:

Kelsey Barbee  
Director of Human Resources  
Otero College  
1802 Colorado Avenue  
La Junta, CO 81050  
719 384-6824  
or via email at [kelsey.barbee@ojc.edu](mailto:kelsey.barbee@ojc.edu)

**APPLICATION DEADLINE:** Open Until Filled- priority will be given to applications received by June 18, 2025

***Applicants must submit to and pass a background check before an offer of employment can be extended.***

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa. \*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\****