

# Full-Time Day Barber Instructor

**Please see Special Instructions for more details.**

NOTE: This position REQUIRES that a TRAINING CERTIFICATION be submitted in addition to the application. Please have this document ready to upload when applying.

## Posting Details

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### Position Summary Information

<b>Position to be Filled</b>	Full Time Day Instructor
<b>Employment Type</b>	Full-Time (FT)
<b>Hourly Rate</b>	\$25.00/hour
<b>Minimum Required Education/Training</b>	<ul style="list-style-type: none"><li>• Must be licensed as a barber and barber instructor in North Carolina.</li><li>• High school diploma or equivalent required</li></ul>
<b>Minimum Required Experience</b>	<ul style="list-style-type: none"><li>• Must have a minimum of 5 years of barbering experience.</li><li>• Must have a minimum of 1 year teaching experience.</li></ul>
<b>Preferred Education/Training, Experience, Skills</b>	<ul style="list-style-type: none"><li>• Associate degree from a regionally accredited college or university preferred</li></ul>
<b>Special Instructions to Applicants</b>	NOTE: This position REQUIRES that a TRAINING CERTIFICATION be submitted in addition to the application. Please have this document ready to upload when applying.
<b>Application Deadline</b>	

### Extended Job Description

<b>Definition</b>	<p>To provide classroom instruction to college students through lecture, demonstration, laboratory exercises, handouts, responding to questions and testing.</p> <p><b>DISTINGUISHING CHARACTERISTICS</b></p> <p>This is the advanced journey level class in the instructor series. Positions at this level are distinguished from other classes within the series by the high level of</p>
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	<p>responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned area of responsibility.</p>
<p><b>Supervision Received/Exercised</b></p>	<p>Receives general supervision from the Lead Barber Instructor, the corresponding Program Manager assigned to the department and the Director of Education.</p> <p>Exercises functional and technical supervision over students.</p>
<p><b>Essential Functions</b></p>	<p>Essential and other important responsibilities and duties may include, but are not limited to, the following:</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> <li>• Provide classroom and laboratory instruction to students</li> <li>• Prepare lesson plans and schedule classroom activities</li> <li>• Develop and prepare supplement materials to enhance textbook lessons</li> <li>• Develop and prepare tests to evaluate student performance; grade record individual scores</li> <li>• Provide classroom demonstrations on various equipment and machinery; develop laboratory assignments to provide hands on experience as appropriate</li> <li>• Maintain accurate records of student attendance and performance</li> <li>• Maintain and submit all required paperwork in a neat, accurate and timely fashion, including but not limited to class rosters, registration forms, pay sheets, attendance forms and grade rosters</li> <li>• Oversee the implementation of policies and procedures related to required teaching area and in accordance with OSA policies and guidelines</li> <li>• Assist with the recruiting, advising, and retention of students</li> <li>• Assist in the evaluation of students</li> <li>• Participate in applicable college activities</li> <li>• Assisting in the maintenance of industry contacts for the purpose of keeping instructional materials current with advances in the occupation/academic field contacts</li> <li>• Communicate with other staff and faculty regarding ongoing implementation and evaluation of assigned instructional programs</li> <li>• Participate in systematic program evaluation</li> <li>• Manage the classroom/laboratory; including equipment, supplies, and other materials</li> <li>• Promote the barbering program, participate in efforts to recruit and retain students</li> <li>• Stay current on industry changes as it relates the program</li> <li>• Complete program evaluation and follow-up</li> <li>• Maintain certification and continue professional development as needed</li> </ul>

<p><b>Other Important Functions</b></p>	<ul style="list-style-type: none"> <li>• Ensure the adherence to safe and appropriate work practices and procedures</li> <li>• Respond to student or public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner</li> <li>• Demonstrate competence regarding the handling of hazardous substances such as bloodborne pathogens; continually undergo training and train students in such procedures</li> <li>• Perform other duties and responsibilities as assigned</li> </ul>
<p><b>Knowledge of</b></p>	<ul style="list-style-type: none"> <li>• Operations, services and activities of a comprehensive and modern academic program</li> <li>• Principles of classroom management</li> <li>• Methods and techniques of classroom and laboratory instruction related to the area of instruction.</li> <li>• Operational characteristics of instructional equipment and tools used in the classroom or laboratory</li> <li>• Principles and procedures of academic and instructional program development and administration</li> <li>• Principles and practices of curriculum development and instructional teaching strategies</li> <li>• Current trends, research findings and developments in the area of assignment</li> </ul>
<p><b>Ability To</b></p>	<ul style="list-style-type: none"> <li>• Independently perform classroom and laboratory instructional activities in the area of instruction</li> <li>• Operate a variety of instructional equipment in a safe and effective manner</li> <li>• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals</li> <li>• Interpret and apply college goals, objectives, policies, procedures, rules, and regulations</li> <li>• Communicate clearly and concisely, both orally and in writing</li> <li>• Establish and maintain cooperative-working relationships with those contacted in the course of work</li> </ul> <ul style="list-style-type: none"> <li>• Maintain effective audio-visual discrimination and perception needed for: <ul style="list-style-type: none"> <li>o Making observations</li> <li>o Reading and writing</li> <li>o Communicating with other</li> <li>o Operating assigned equipment</li> <li>o Handling varied tasks simultaneously</li> </ul> </li> <li>• Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which include the following: <ul style="list-style-type: none"> <li>o Standing or sitting for extended periods of time</li> </ul> </li> </ul>

- o Operating assigned equipment
- o Handling varied tasks simultaneously
- Maintain mental capacity, which allows the capability of:
  - o Making sound decisions
  - o Responding to questions
  - o Demonstrating intellectual capabilities.

## Posting Detail Information

<b>Open Date</b>	3/11/2024
<b>Open Until filled</b>	Yes

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* Are you currently licensed as a barber and as a barber instructor in the state of North Carolina?
  - o Yes
  - o No
  
2. \* What is your highest level of education completed?
  - o Less than High School
  - o High School or Equivalent
  - o One Year of College
  - o Vocational Diploma
  - o Two Years of College
  - o Associate degree
  - o Three/Four Years of College
  - o Bachelor's Degree
  - o In Progress for master's degree
  - o Master's Degree
  - o In Progress for Doctoral Degree
  - o Doctoral Degree
  
3. \* I UNDERSTAND that ONE STOP ACADEMY SCHOOL OF BARBERING requires a complete description of work history with all employment experience detailed to be considered for employment. I have included all of this information in my application. (If you haven't completed the application requirements, please return to your application to finish before submitting your application. Applications will be considered incomplete if "see resume" is indicated on your work history.)
  - o Yes, I understand and have fully completed all the requirements.

4. \* Please indicate your referral source

- Job Posting/Employee at OSA
- NC Employment Security Commissions
- Job Posting at Other Colleges/University
- Newspaper (please list below)
- Internet Site (please list below)
- Other (please list below)

5. Please specify details, if applicable (Open Ended Question)

## **Applicant Documents**

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### **Required Documents**

1. Resume/CV
2. Cover Letter
3. Training Certification

### **Optional Documents**

1. Unofficial Transcripts
2. Other Documents 1