



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COSMETOLOGY AIDE

A Classified Position

[Grade 26 – Salary Schedule 60](#)

A. General Statement

The Cosmetology Aide includes paraprofessional work involving providing instructional and related support services to students in a community college cosmetology program. Under general supervision, the position is responsible for providing input into the development and implementation of cosmetology curriculum, tutoring, teaching and demonstrating laboratory and classroom procedures, and conferring with faculty regarding student progress. Public contact is extensive, primarily including students and staff, for the purpose of exchanging instructional and related information. A high degree of independent judgment and creativity is required within the scope of the classification to analyze and interpret data, and resolve frequent minor problems that arise. Consequences of errors in judgment can be costly in employee time and student learning progress. A Cosmetology Aide can direct the work of student assistants and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with faculty and management staff regarding short- and long-range curriculum planning, instructional and tutorial needs assessment and services, laboratory set-up, laboratory policies and procedures, and related department issues
2. Confers with faculty, students and staff regarding student progress
3. Attends workshops, seminars and other activities to obtain current information
4. Assists in the design and development of materials for presentation
5. Assists with the planning, and/or demonstration of cosmetology subject matter to classes and to individual students
6. Directs students in practical labs
7. Tutors students on problem areas related to classroom and lab procedures; assists in the development of tests and proctors tests as assigned
8. Provides technical and other information to clients concerning services offered, costs, appointment schedules and related matters
9. Composes, compiles data for, and prepares reports of laboratory and/or classroom activities and/or student progress
10. Researches background of subject matter to maintain current information
11. Uses a database and a variety of computer software to enter, modify and retrieve data, and to compose and prepare correspondence, memoranda, course materials and other printed materials
12. Oversees the work of clerical and other staff in daily operations of the laboratories and classroom activities

13. Makes recommendations for the purchase and/or modification of laboratory and classroom equipment and supplies
14. Performs other related duties as assigned

C. Education and Experience

1. Associate degree in Cosmetology or a closely related field
2. Certified and licensed to practice Cosmetology in the State of California
3. Successful experience of increasing responsibility in a Cosmetology related field of employment, preferably a salon, cosmetology lab, or other cosmetology service that has included tutoring and/or non-credentialed teaching
4. Working knowledge of cosmetology techniques, procedures, equipment, supplies, materials, and safety procedures
5. Experience in teaching, coaching or mentoring people in a learning environment
6. Demonstrated skills in communicating effectively with people of diverse cultures, language groups and abilities
7. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, presentations, and other written materials
8. Demonstrated skill in written and oral communication, including public speaking
9. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires attention to detail; good memory; oral communication to individuals and groups; collaboration, compromise; standing for long periods; exposure to fumes and chemicals; adaptability, flexibility, tact and sensitivity; manual dexterity; reaching, bending from the waist, reaching overhead; moving objects of moderate weight; data comparison and analysis in order to perform the essential functions.

E. Knowledge, Skills and Abilities

1. Knowledge of the procedures, techniques, equipment and materials used in beauty salons and similar services
2. Knowledge of the safety procedures and policies related to storage, use and disposal of cosmetology products, materials and equipment
3. Skill in teaching and/or tutoring individuals and groups in cosmetology procedures, policies, equipment, materials, safety, salon operations, and other related topics
4. Skill in oral communication, including public speaking
5. Skill in written communication
6. Skill in sensitive, respectful and effective communication of people of diverse cultures, language groups and abilities
7. Skill in researching and compiling data for current cosmetology information and development of instructional materials
8. Ability to work effectively as part of a customer-service team
9. Skill in the use of the Microsoft Office Suite software to prepare reports, spreadsheets, correspondence and presentations as needed