



COSMETOLOGY PARAPROFESSIONAL JOB DESCRIPTION

Qualifications: Valid Cosmetology Teacher's license, must have all required educational clearances, minimum three years educational experience, 5 years industry experience preferred.

Reports to: Program teacher, Building Principal, and/or Director

Schedule/Rate: 6 Hrs./day, 182 Instructional days, 2 Inservice days, \$20/hr., single benefits offered, 4 sick days and 1 Personal day/year

BASIC FUNCTION/PURPOSE:

To assist, support, and work closely with teachers, administrators, and other team members in providing a quality instructional program to continuously improve student achievement. The essential functions of this position include, but are not limited to, the responsibilities, responsibilities and functions specified herein:

DUTIES AND RESPONSIBILITIES:

- Effectively observes assigned work hours.
- Maintains a pattern of prompt and regular attendance.
- Follows the daily schedule as prescribed.
- Adjusts to work assignments and/or schedule changes.
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher.
- Provides extra assistance to students with exceptionalities, such as non-English-speaking students or those with physical and/or mental disabilities, and 504 Plans.
- Assists as directed by the supervising teacher in the effort to successfully maintain students with special needs in an integrated setting, as determined by the IEP team.
- Supervises students in classrooms, hallways, cafeterias, labs, shops, or on field trips.
- Communicates clearly and positively with students and all stakeholders.
- Serves as a source of information and assists any substitute teacher assigned to the class.
- Performs other duties as assigned by the supervising teacher, Principal or his/her designee.
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Maintains a cooperative working relationship with Principal, supervising teacher, students, parents, staff and public.
- Participates in professional learning activities which align with school improvement goals.
- Participates in staff development opportunities provided by the School
- Demonstrates a positive attitude toward work assignment.
- Prolonged periods of standing or sitting could be required. Accepts responsibility for the work assigned and accepts constructive criticism. Additional school level responsibilities as assigned by Director or Principal or his/her designee