

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Assistant / Cosmetology

Unit: Office Technical

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Job Code: J1310
Original Date: 11/1998
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 16

DEFINITION

Under the direction of a Dean or assigned manager or supervisor, perform technical and clerical work in an instructional lab setting in the field of cosmetology.

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant class is distinguished from the Instructional Lab Technician class in that positions assigned to the class of Instructional Assistant provide instructional assistance to students and instructors in an instructional lab designated for a specific academic or vocational subject area. Under the direction of an administrator or specified faculty member, incumbents operate independently and perform a wide variety of technical support duties, requiring training and/or experience in the field of specialty. Incumbents assigned to the class of Instructional Lab Technician oversee a complex instructional lab for an academic or vocational area and must possess more extensive technical or academic training and experience in the field of specialty.

EXAMPLE OF DUTIES

1. Train and provide direction and guidance to cosmetology students assigned to the chemical dispensary laboratory.
2. Provide technical assistance to faculty, staff, and students with regard to distribution and measurement of chemicals and products.
3. Label chemicals, products, and other substances before use in the classroom by faculty and students.
4. Provide advice about tints and dyes and administer predisposition test(s) to students and the public.
5. Maintain inventory control of chemicals, products, and supplies; maintain records and files.
6. Assist staff with filing, posting of time cards, and other clerical duties.
7. Work with faculty, staff, students, and clients as required.
8. Operate cash register as required.
9. Perform laboratory setups and procedures for cosmetology instructions and client service.
10. Enforce rules and regulations governing the use of and disposal of chemicals.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic knowledge of cosmetology.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.

General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Instructional methods and techniques.
Minor emergency first-aid.
Operation, maintenance, uses, and characteristics of chemicals, solutions, dyes, and related equipment for cosmetology.
Oral and written communications skills.
Principles and practices of work direction and training.
Record-keeping techniques.
Safety regulations involving the use of hazardous chemicals.
Technical aspects of all areas of cosmetology.

Skills and Abilities:

Assist instructor in helping students understand and apply basic principles of cosmetology.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Explain work assignments to students
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Perform minor maintenance and repair of all equipment in lab area.
Plan and organize work.
Train and provide work direction to others.
Work cooperatively with others.
Work independently with very little direction.

Training and Experience:

Any combination of training and experience equivalent to: three years of education or tutoring, instructional, or work experience related to cosmetology and satisfactory completion of sufficient specialized training in cosmetology to satisfactorily perform the assigned duties.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves a laboratory setting; daily exposure to fumes from chemicals, vapors, carcinogens and odors.