

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### FLAGLER TECHNICAL INSTITUTE COSMETOLOGY FACILITATOR

#### QUALIFICATIONS:

- (1) Bachelor's Degree, from an accredited College or University in related field; or an AA degree with a minimum of three (3) years experience working in related field; or High School/equivalency diploma and (2) two years experience in program management.
- (2) Demonstrate a proficiency in general clerical work.
- (3) Valid Florida driver license.
- (4) Willing to be flexible in work schedule.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of planning and implementation of a Cosmetology program. Demonstrated ability to manage and coordinate staff, programs, and events. Demonstrated ability to understand and work within program budget. Knowledge of federal, state and district rules, policies and laws related to the Cosmetology program. Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel. Possess excellent written and oral communications skills.

#### REPORTS TO:

FTI Administrator or designee

#### JOB GOAL

*To provide leadership in the planning, implementation and delivery of the Cosmetology program.*

#### SUPERVISES:

As Directed

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Manage, coordinate, and oversee administration of Cosmetology program to include: staffing, budget and accountability.
- \* (2) Oversee current program administration as assigned by the Director.
- \* (3) Attend all required state, federal, and local related meetings.
- \* (4) Work with other Adult Education staff to obtain a quality, well integrated program.
- \* (5) Oversee budget of specified program.
- \* (6) Coordinate all service and program elements related to the Cosmetology program, including recruitment and job placement.
- \* (7) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

FTI Cosmetology Facilitator (Continued)

**TECHNOLOGY ACCESS:** NO ACCESS

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**TERMS OF EMPLOYMENT:**

Days	Annual
Hours per Day	8
Salary Lane	PBB
Salary Schedule	Professional
Position Code	63101

**Job Description Supplement Code 3**

Approved 6/17/14

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