

CLOSING

DATE: Until Filled

BARBER ROP INSTRUCTOR

REGIONAL OCCUPATIONAL PROGRAM (ROP)

VN#23

NOTICE OF VACANCY

Human Resources Office – Pomona Unified School District – 800 South Garey Avenue – P.O. Box 2900 – Pomona, CA 91769

(909) 397-4800, extension 23800

**Qualified applicants are invited to submit an application for consideration and review
AN EQUAL OPPORTUNITY EMPLOYER**

POSITION TITLE:

**BARBER ROP INSTRUCTOR
REGIONAL OCCUPATIONAL PROGRAM (ROP)**

RESPONSIBLE TO: Director of Career Readiness (or Designee)

DEFINITION: Provides a theoretical/clinical learning experience to prepare students for employment in Barbering.

SCHEDULED TO BEGIN: 2024-2025 School Year (Temporary position year-to-year)

**POSITION
RESPONSIBILITIES**

1. Provides instruction in all California State Board of Cosmetology and Barbering curriculum requirements including preparation for the Cosmetology and Barbering State Board examination.
2. Maintains student records and attendance.
3. Develops and revises course descriptions and curriculum.
4. Coordinates assigned activities with staff.
5. Participates in advisory committees, staff meetings, professional development workshops and community recruitment activities.
6. Orders and distributes instructional materials and maintains appropriate inventories.
7. Maintain a high level of professional competence through participation in in-services and other professional growth activities.
8. Orders and distributes instructional materials and maintains appropriate inventories of classroom material and equipment.
9. Maintain a high level of professional competence through participation in in-services and other professional growth activities, and in Marketing of Class.
10. Performs related activities as assigned

QUALIFICATIONS:

Minimum:

1. Appropriate Valid Preliminary/Clear California Designated Subjects Career Technical Educational Teaching Credential in Fashion and Interior Design: Barbering
2. Five years practical experience in the field of Cosmetology.
3. Successful experience in a similar program working with K-12 students in Career Technical Education program.

Desirable:

1. Successful experience in a similar program.
2. Previous successful teaching experience in a multiethnic setting.

GENERAL CHARACTERISTICS:

10-month position (188 days, Temporary, Year-to-Year)

Work Year

25 hours per week, tentatively work hours schedule (subject to change):
Barber and Cosmetology class: 4:00 p.m. to 8:15 p.m. Monday through Friday

And Salary:

Appropriate placement on the Adult & Career Education/ROP Teachers' Salary Schedule (Beginning hourly salary: \$42.709 - \$60.239 depending on experience and education).

APPLICATION PROCEDURE:

Interested APPLICANTS must submit a FULLY COMPLETED online Edjoin application and attach the following documents. These documents are REQUIRED and must be attached to your online Edjoin application. Hand delivered, faxed, or Emailed documents WILL NOT be accepted. An incomplete application, or omitting one or more of these attachments may result in your application being removed from consideration:

- Current Resume
- Appropriate Valid Preliminary/Clear California Designated Subjects Career Technical Educational Teaching Credential in Fashion and Interior Design: Barber and Cosmetology.
- Valid California Barber License
- Valid California Cosmetology License
- Three (3) letters of recommendations **SIGNED AND DATED** within the past three (3) years (with one of these letters being from a recent, immediate supervisor); typed signatures will not be accepted, **SIGNATURES MUST BE HAND WRITTEN**
- Unofficial Transcripts **W/ BACHELOR DEGREE** posted or 48+ semester units (if this applies to you, if not, it is not necessary to provide proof)

LAST DATE TO APPLY:

Until Filled

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. **Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. There is a fee of \$44.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier's check or cash – PERSONAL CHECKS NOT ACCEPTED. Current employees of the Pomona Unified School District have already received fingerprint clearance; therefore, it is not necessary to clear again for a new position.**

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Silvia San Martin, at 909-397-4800, ext. 23800 or silvia.sanmartin@pusd.org. A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

Mandated Reporter

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on www.mandatedreporterca.com.