



Internal/External Posting

Notice of Vacancy

Licensed Cosmetology Instructor –

CTE Program

(Full-time)

- CERTIFICATION** Valid Michigan license of cosmetology and valid instructor license
- QUALIFICATIONS**
- * Creativity in planning, programming and individual/small group instruction of state-approved curriculum
 - * Willingness to assist in the design of the classroom space and creation of two-year program
 - * Excellent classroom management skills
 - * Highly developed organization and communication skills
 - * Ability to work with teachers, parents, principal and Char-Em ISD staff
 - * Ability to work cooperatively with local agencies in order to facilitate work-based learning educational placements for students
 - * Previous successful teaching and training experience in a CTE cosmetology program
- ESSENTIAL DUTIES** * Ensure curriculum is current and adheres to all applicable requirements
- & RESPONSIBILITIES**
- * Coordinate and deliver the approved curriculum
 - * Supply a classroom environment conducive to learning and appropriate to the maturity and interest of the students
 - * Maintain accurate, complete and correct records as required by law and district policy
 - * Maintain and care for facilities, equipment and inventory and notify appropriate administration of the need for outside maintenance

- * Follow and enforce all policies and procedures in support of a safe work environment for students and staff
- * Make recommendations to administration for equipment and supply purchases
- * Follow all HSPS policies and guidelines
- * Participate in professional development activities
- * Participate in activities related to work-based learning and clinical rotations for students
- * Attend monthly HSHS staff meetings beyond normal workday
- * Work with administrators and program advisory committee to annually review program content and promote the program
- * Maintain an attitude of mutual respect and tolerance of other professionals, student and parents
- * Attend all required meetings and professional development activities of Char-Em ISD CTE instructors
- * Must pass a criminal history background investigation
- * Other duties as assigned by administration

LOCATION Harbor Springs High School

STARTING DATE 2024-25 School Year

RATE OF PAY Commensurate with credentials and level of experience

**APPLICATION
PROCESS**

Submit cover letter, resume, certifications/licenses, copy of transcripts and references to:

Leigh Inglehart, Principal
 Harbor Springs High School
 500 Spring Street
 Harbor Springs, MI 49740
 linglehart@harborps.org

**APPLICATION
DEADLINE**

Wednesday, March 13, 2024 – 4:00 pm EST

Posting Date February 28, 2024

800 State Road, Harbor Springs, MI 49740 | Tel. 231.526.4545 | Fax 231.526.4544 | www.harborps.org