

## **Nail Technician Instructor**

This highly responsible position will perform a wide variety of functions for the Vernon College Nail Technician program. We are looking for a patient, enthusiastic nail technician specialist instructor to prepare our students for their licensure exam. The nail technician instructor's responsibilities include planning and delivering lessons that promote students' theoretical and applied nail technician skills. Nail Technician instructors also communicate with students to ascertain which of their abilities require further development.

To be successful as a nail technician instructor, you should always maintain excellent communication with students. Ultimately, a top-notch nail technician instructor will tailor their instruction to meet the needs of students, while still meeting targets set by the nail technician program and TDLR.

### **Description of Duties:**

1. Prepare and deliver instructional activities that facilitate active learning experiences.
2. Provide instruction on the parts and functions of each nail technician regulations following the Texas Department of Licensure and Regulations (TDLR).
3. Establish and communicate clear objectives for all learning activities.
4. Teach practical skills related to all aspects of nail technician.
5. Help students to develop confidence in their nail skills.
6. Calm students who are in distress.
7. Prepare classroom and lab for class activities.
8. Instruct and monitor students in the use of learning materials and equipment.
9. Use relevant technology to support instruction.
10. Observe and evaluate student's performance and development.
11. Provide appropriate feedback on work.
12. Encourage and monitor the progress of individual students.
13. Maintain accurate and complete records of students' progress and development.
14. Update all necessary records accurately and completely as required by laws, policies, and school regulations.
15. Manage student behavior in the classroom and lab by enforcing rules and procedures.
16. Maintain daily attendance sheet.
17. Communicate necessary information regularly to students and colleagues regarding student progress and student needs.
18. Keep up to date with developments in subject area.

19. Report all accidents to the Coordinator of Community / Recreational Services, Director of Cosmetology/Barber, Director of Continuing Education, and Dean of Instructional Services
20. Performs other duties as assigned by the Coordinator of Community / Recreational Services, Director of Cosmetology/Barber, Director of Continuing Education, and Dean of Instructional Services.

**Travel required:** No

**Education:** High School Diploma or GED and manicurist or a cosmetology license

**Preferred Qualifications:**

- Manicurist or a Cosmetology License

**Knowledge, Skills and Abilities:**

- Considerable knowledge of TDLR requirements.
- Considerable knowledge of equipment.
- Computer applications related to the work.
- Exceptional training skills.
- Demonstrate outstanding instructional skills.
- Ability to be flexible, and interface professionally with all levels of internal and external customers.
- Excellent verbal and written communication skills.