



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
East Broad Campus

Created on: 10/22/2025  
Revised on: 10/22/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Salon and Spa Management Instructor</b>	<b>D1</b>		
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Division Chair</b>	Exempt	No	Yes

**JOB SUMMARY:** The Salon and Spa Management Instructor is responsible for delivering high-quality instruction and hands-on training in cosmetology and related salon management practices. This position includes classroom, laboratory, and clinic instruction; curriculum development; student advising; and participation in program improvement activities. The Instructor supports the mission of Gadsden State Community College by preparing students for successful employment in the cosmetology and salon management industry.

**QUALIFICATIONS:**

- ◆ Associate degree with twenty-seven (27) semester hours in Cosmetology from an approved U.S. Department of Education accredited institution **required**
- ◆ Three (3) years of successful full-time experience as a practitioner in the cosmetology field **required**
- ◆ Cosmetology License from the Alabama Board of Cosmetology **required**
- ◆ Instructor License from the Alabama Board of Cosmetology **required**
- ◆ Bachelor's degree *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Competency in the use of current educational technologies
- ◆ Experience with internet courses
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Successful problem-solving skills
- ◆ Commitment to the community college mission
- ◆ Experience with diverse populations
- ◆ Ability to work independently
- ◆ Ability to travel between campus locations
- ◆ Ability to deal effectively with students, other employees, and the public

**DUTIES:**

- ◆ Carry out teaching responsibilities and other activities expected of Salon and Spa Management faculty
- ◆ Assist in the planning for instruction--prepare course materials, objectives, syllabi, and curriculum design
- ◆ Prepare semester class schedules and textbook requisitions and submit them to the Division Chair for approval

- ◆ Responsible for student advisement, registration, progression, and graduation requirements for students enrolled in the Salon and Spa Management program
- ◆ Plan and participate in program faculty meetings and coordinate program activities with college administration and other support areas
- ◆ Assist with the completion of the Unit Strategic Plan
- ◆ Assist with the assessment and revision of student learning outcomes and evaluation in the classroom and laboratory
- ◆ Assist or be responsible for the budget management of the program and adherence to fiscal policies and procedures
- ◆ Recommend yearly budgetary expenditures, ensuring adequate program resources
- ◆ Maintain inventory and equipment assigned to the Salon and Spa Management program
- ◆ Ensure that all learning environments (e.g., classroom, shop, and/or lab facilities) are maintained in a safe and orderly manner
- ◆ Recruit students and develop strategies to assist them to persist to graduation.
- ◆ Serve as an active member of your program, division, and college and serve on committees as assigned
- ◆ Prepare reports each semester, annually, and as needed to adhere to institutional and accrediting agency requirements
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other duties as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

#### **Physical Demands:**

- ◆ **Mobility:** Primarily active work involving frequent standing, walking, bending, and reaching during instruction in classroom, laboratory, and clinic settings
- ◆ **Manual Dexterity:** Regular use of hands and fingers to demonstrate cosmetology techniques and operate standard salon equipment such as dryers, shears, and styling tools
- ◆ **Lifting:** Ability to lift and carry instructional materials and salon supplies weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for instruction, advising, and collaboration

#### **Work Environment:**

- ◆ **Setting:** The position operates in a classroom, laboratory, and simulated salon environment within a postsecondary institution
- ◆ **Travel:** Occasional travel between campus locations or to professional development activities may be required

- ◆ **Schedule:** Standard instructional hours with flexibility to include some evenings or weekends to accommodate program needs or events
- ◆ **Interaction:** Regular collaboration with students, faculty, staff, and industry partners

**Reviewed by: Branch Manager**

**Employee Name:**

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**Employee Signature**

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**Date**