POSITION
Full-Time/Tenure Track

DUTIES
Teaching assignment will include lecture and laboratory classes for basic cosmetology students and advanced students; teach all cosmetology courses in preparing students for the California State Board of Cosmetology examination licensure for California; maintain office hours; participate in academic and career advisement, staff development programs, and college, departmental, and faculty organization activities.

MINIMUM QUALIFICATIONS
Must possess a Valid California Cosmetology Instructor license issued by the State Board of Cosmetology.
Bachelor’s degree in cosmetology plus two years of experience as a cosmetologist;
OR
Associate’s degree in cosmetology plus six years of experience as a cosmetologist;
OR
The equivalent*
OR
Possession of an appropriate valid California Community College Credential authorizing service in the specified subject area(s).

PREFERRED QUALIFICATIONS
Bachelor’s degree in vocational education plus two years of experience as a cosmetologist; possession of a California cosmetology Instructor license plus two years teaching experience; evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population including students with physical and/ or learning disabilities as these factors relate to differences in learning styles.

*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

INFORMATION/BENEFITS
• The Academic work calendar is 10 months
• 10 paid ill days each academic year
• Fully paid medical, dental and vision care coverage for the employee and dependents
• $50,000 Life insurance for employee
• STRS (State Teachers Retirement System)

COMPENSATION
Salary: $45,331 - $107,490
(based upon academic preparation and teaching experience)

CONDITIONS OF EMPLOYMENT
Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

APPLICATION PROCESS AND REQUIRED MATERIALS
• A completed District application
• A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
• A detailed resume of professional experience or placement file
(If the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary)
• Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
• Copies of transcripts (need not be official).
• Equal Opportunity Survey – optional

APPLICATION ADDRESS
Request a district application:
(310) 434-4336 (24 hr. employment information)
or visit the website at www.smc.edu.
Submit district application and materials:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. E-Mail letters of reference will not be accepted.

Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date.

All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

MAY 14, 2010.
SELECTION PROCESS
The selection process shall include the following steps:
(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;
(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;
(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees beginning August 2010.

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:
http://www.smc.edu/campusmap/default.htm

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:
http://www.santamonica.com

THE DISTRICT
The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, and a total of approximately 1800 employees.