

**MISSISSIPPI STATE BOARD OF COSMETOLOGY & BARBERING  
PRACTICAL EXAMINATION ADMINISTRATION AND  
EVALUATION**

**JOB DESCRIPTION: COSMETOLOGY**

**Summary of Job Description:**

Practical Evaluators work under the supervision of the MSBCB and its Executive Director and are directly accountable to the MSBCB. Duties and responsibilities of Practical Evaluators include, but are not limited to, the following: Administration, monitoring and evaluation of the practical examination for Cosmetology, Esthetics, Manicuring, Cosmetology Instructor, Esthetics Instructor and Manicuring Instructor. Evaluator will verify the candidates complete all skills for practical examination have been completed correctly and in the allotted time allowed. Evaluators will complete the evaluator score report for each student and submit to the Regional Testing Coordinator. Evaluators are to follow established MSBCB testing protocols. Testing evaluations and score reporting are to be held in absolute confidentiality between the evaluator and the MSBCB.

**Data Collection:**

All data collection will be performed with the strictest confidentiality and respect for student's privacy in accordance with relevant laws of the State of Mississippi and the federal government, as advised by the MSBCB legal counsel.

**Report Preparation:**

Preparation of score reports and submission of said reports to the MSBCB at the completion of each testing administration. Reports must follow the established MSBCB format.

**Conflict of Interest:**

Evaluators must recuse themselves from evaluating any student that the Evaluator knows personally. Evaluators must avoid a conflict of interest and follow the Mississippi ethics and government provisions found in MISS. CODE ANN. § 25-4-101 *et seq.*

**Summary of Minimum Qualifications:**

MSBCB Evaluators must possess a valid and unrestricted license to practice Cosmetology or possess a valid and unrestricted Instructor's license in Mississippi for a minimum of three (3) years. Applicants for the position must submit a resume to the Executive Director. Any Evaluator must be approved by a majority vote of the MSBCB.

**Reimbursement of Evaluator:**

Evaluators shall be reimbursed at a rate of \$120.00 per day, exclusive of travel time and mileage, to a maximum of \$6,000 for the entire year. Any anticipated expenditure that exceeds the maximum must have prior approval by the MSBCB. Mileage shall be reimbursed monthly at the rate approved by the State of Mississippi based on the Mississippi Travel Reimbursement Policy at the time of the services provided on the Mississippi State Form 13.20.10

**Evaluation:**

Reports and performance of Evaluators will be reviewed annually by the MSBCB.

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**JOB DESCRIPTION: BARBERING**

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