

Edmonton Catholic Schools is now accepting applications for the position of

Cosmetology and Esthetics Instructor

(Existing position)

Edmonton Catholic Schools is a large urban school district whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 39,000 students and 3,500 employees in 89 schools and other sites.

Edmonton Catholic Schools requires a Cosmetology and Esthetics Instructor for the Career and Technology Studies program at Archbishop O'Leary High School.

The position supports the teacher in the delivery of cosmetology and esthetics curriculum in partnership with a certified teaching staff member. The job has responsibility for delivery of the curriculum, as well as apprenticeship training and preparation, as prescribed in the Alberta Guide to Education.

The job requires the incumbent to be skilled and experienced, with an in-depth knowledge in all aspects of cosmetology and esthetics studies, as well as current and developing trends.

This is a permanent, full-time, Level 6 position to commence September 3, 2015. Salary range is \$3566.00 - \$5041.00 per month as per current Unifor Collective Agreement.

Primary Duties and Responsibilities:

- **Hairstyling instruction:** Instruct and demonstrate proper safety practices, procedures and standards; coordinate with the teacher and instruct aspects of the hair styling apprenticeship curriculum; demonstrate techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities and evaluations;
- **Esthetics Instruction:** Demonstrate and instruct all esthetics skills; instruct and practice proper safety procedures and standards; plan, organize, coordinate, and instruct all aspects of the esthetics curriculum;
- **Cosmetology instruction:** Demonstrate and instruct cosmetology skills; assist with preparation, monitoring and evaluating students for cosmetology skills competitions;
- Build positive relationships with students by providing meaningful and current instruction and by individualizing programs;
- Provide students with clear expectations, continual feedback, and logical consequences;
- Assist with ordering and maintaining classroom and retail supplies;
- Assist with client service scheduling and students staffing;
- Ensure facility meets the industry standards for safety, hygiene and modern practices.

Qualifications:

- Alberta-certified journey person in Hair Styling or related area is mandatory;
- Knowledge of hair styling and esthetics principles, practices and techniques;
- Knowledge of safety standards and the safe use and disposal of equipment, materials and chemicals acquired through training in Occupational Health and Safety and WHMIS is essential;
- Strong leadership, mentoring and coaching skills;
- Strong presentation skills with the ability to develop and deliver instructional material

A complete job description is shown below.



EDMONTON CATHOLIC SCHOOLS

For further information on this job opportunity, please contact Dave Bouma at david.bouma@ecsd.net

Please email a letter of interest and resume by 4:00 p.m., Monday, August 10, 2015 to:

Corinne King, Manager, Staffing
Human Resource Services
resumes@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.

Support Staff Job Description

JOB IDENTIFICATION	
Incumbent: Vacant	Working Title: Cosmetology and Esthetics Instructor
Present Classification: Instructor 6	Requested Classification:
Supervisor's Name:	Supervisor's Working Title:
Location: Archbishop O'Leary High School	Program: Career and Technology Studies

JOB PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

The job supports the teacher in the delivery of cosmetology and esthetics curriculum in partnership with a certified teaching staff member. The job has responsibility for delivery of the curriculum, as well as apprenticeship training and preparation, as prescribed in the Alberta Guide to Education.

The job requires the incumbent to be skilled and experienced, with an in-depth knowledge in all aspects of cosmetology and esthetics studies, as well as current and developing trends.

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is to the organization. For each responsibility, approximately four activities should be described. List the core responsibilities in ascending order of importance.

1. Hair Styling Instruction

- Instruct and demonstrate proper safety practices, procedures and standards.
- Coordinate with the teacher and instruct aspects of the hair styling apprenticeship curriculum
- Monitor and record student progress providing formative feedback and evaluations.
- Demonstrate techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities and evaluations.
- Demonstrate and instruct hair styling skills
- Assist with preparation, monitoring and evaluating students for skills competitions.

2. Esthetics Instruction

- Demonstrate and instruct all esthetics skills
- Instruct and practice proper safety procedures and standards
- Plan, organize, coordinate, and instruct all aspects of the esthetics curriculum. (
- Plan, mark, monitor and record student progress, providing individual program plans and both formative and summative feedback and evaluations
- Provide students with maximum support to acquire knowledge and skills growth
- Demonstrate techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities and evaluations.

3. Cosmetology Instruction

- Teach and practice proper safety procedures and standards.
- Coordinate with the teacher and instruct aspects of the cosmetology curriculum.
- Monitor and record student progress providing formative feedback and evaluations.
- Demonstrate techniques to students as a group and one-on-one, helping them to complete lessons, assignments, projects, activities and evaluations.
- Demonstrate and instruct cosmetology skills
- Assist with preparation, monitoring and evaluating students for Cosmetology Skills Competitions.

4. Classroom Supports

- Build positive relationships with students by providing meaningful and current instruction and by individualizing programs
- Provide students with clear expectations, continual feedback, and logical consequences.
- Provide students with opportunities to expand their skill and knowledge bases

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is to the organization. For each responsibility, approximately four activities should be described. List the core responsibilities in ascending order of importance.

- Participate in field trips to post- secondary institutes, hair and fashion schools, seminars and hands-on workshops

5. General Supports

- Assist with ordering and maintaining classroom and retail supplies
- Assist with client service scheduling and students staffing
- Ensure facility meets the industry standards for safety, hygiene and modern practices

6. Maintain technical knowledge through a range of professional development activities

PROBLEM SOLVING: Describe difficult or challenging situations the job is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval

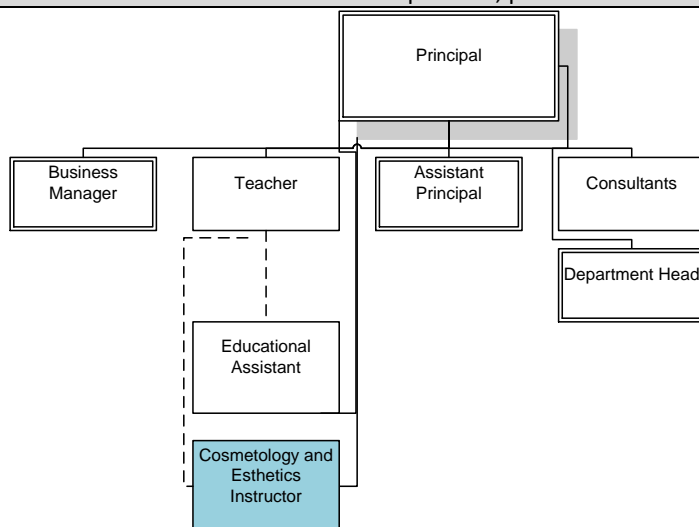
The job requires a variety of problem solving skills to be used on a regular basis. Challenging situations include:

- Managing a variety of student behaviours with respect to interpersonal skills, classroom safety and professional conduct expectations. Solutions will vary depending on the situation and will require originality, consistency and patience. Unresolved issues with student behaviour should be referred to a supervisor for assistance with the resolution.
- Assessing client needs and determining the most effective salon service for the needs. Solution will vary depending on the situation and will require originality due to the case by case nature of these problems. The incumbent is a Journeyman Hairstylist and qualified to make appropriate decisions regarding this situation however assistance is available from other certified staff members should that be helpful.
- Managing and monitoring supplies requires the incumbent is consistent with expectations related to the use of salon supplies. Missing or suspected stolen supplies are referred to a supervisor for resolution.

COMPLEXITY AND DIVERSITY: Identify the areas upon which the job has either direct or indirect impact. Measures that may be included are: program area, age of students, challenges, delays, conditions and disorders of students, work done independently, number of staff working in classroom, or any other significant values. Include examples that indicate the “size” of the job.

Cosmetology and esthetics are competency-based curriculums with an integrated structure that provide increased opportunities or students to gain broad and in depth knowledge and skills in all areas of cosmetology and esthetics. Areas of hair styling study include professionalism, long hair design, historical cosmetology, salon design at the introductory, intermediate and advanced levels. Areas of esthetics study include pedicures, manicures, gel nails, acrylic nails, facials, skin care, waxing, makeup application, special effects makeup, product knowledge and retail sales.

ORGANIZATIONAL CHART: A chart that includes supervisor, peers and staff **MUST** be included



DIRECTION, PARAMETERS and GUIDELINES: Describe the direction the job receives to perform the work and the type of review completed by the supervisor both during and upon completion of the task. Include the policies, procedures, regulations, and protocols, practices that guide and govern the work.

The job works under the direction of the teacher and the general supervision of the principal. The work is guided by the high school curriculum, the Career and Technology Studies Program, district and school policies, procedures and protocols. The work may also be guided by the respective students' Individual Program Plan. The CTS work is done within Alberta Education guidelines and regulations.

The work is done in compliance with Workplace Hazardous Materials Information System (WHMIS) and Occupational Health and Safety (OHS) Legislation and regulations. Work with students and associated records management is done within FOIP Legislation and in compliance with the oath of confidentiality.

CONSEQUENCE OF ERROR: Provide typical errors that might **reasonably** be made in your job, even with due care. Indicate the worst consequences (i.e., waste, delays, time lost, money lost, injury, damage, effect on students) – do not include extreme or rare occurrences.

Error	Consequences
Materials not used properly, or wrong product selected	Product wasted, loss of time, money and revenue.
Instruction not properly delivered	Time wasted and students are lacking necessary knowledge to progress
Safety precautions not followed	Injury to the student, client or employees

CONTACTS: List the primary contacts of this job, including frequency and purpose of the contact.

Contact	Frequency	Purpose
Students	Daily	To provide assistance and support in preparing and completing assignments and processes To provide and exchange information To assist in the resolution of problems
School staff	Daily	To provide or exchange information To participate on educational teams To resolve problems
General public	As needed	To provide services
Vendors, suppliers and service providers	As needed	To consult on price and quantity of products; follow-up on orders; resolve problems
Post-secondary institutes	As needed	To arrange visits and coordinate information sessions To obtain information
Network of industry contacts	As needed	To obtain and provide information To share best practices and emerging trends

JOB QUALIFICATIONS - KNOWLEDGE, EXPERIENCE AND COMPETENCIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Knowledge and Experience	Competencies
Alberta-certified journey person in Hair Styling or related area is mandatory <ul style="list-style-type: none"> Knowledge of hair styling and esthetics principles, practices and techniques Knowledge of safety standards and the safe use and disposal of equipment, materials and chemicals acquired 	<ul style="list-style-type: none"> Strong presentation skills with the ability to develop and deliver instructional material Strong written, oral and interpersonal communication skills are required Ability to build and maintain rapport and trust with students, clients and the general public clients

JOB QUALIFICATIONS - KNOWLEDGE, EXPERIENCE AND COMPETENCIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

<p>through training in Occupational Health and Safety and WHMIS is essential</p> <ul style="list-style-type: none"> • Knowledge of the CTS curriculum, instructional techniques, • Knowledge of Industry contacts, business practices and principles, associated products and emerging techniques and trends, post-secondary institutes Alberta Education Red Seal Apprenticeship requirements, inventory control principles and practices • Understanding of the high school curriculum and general knowledge of the district's and school's programs and operations 	<ul style="list-style-type: none"> • Strong leadership, mentoring and coaching skills • Ability to work in partnership with the teacher to plan and implement instructional activities • Strong organizational skills are required to coordinate the many aspects of the position. • Strong planning, problem solving and analytical skills • Strong time management skills and the ability to manage conflicting priorities
--	---

PHYSICAL, MENTAL AND VISUAL DEMANDS: Indicate demanding aspects of the job such as: lifting, pushing, standing, running, crouching, kneeling, restraining and concentrating. Provide a brief description of the activity including frequency.

Because of the nature of the work much of the time is spent standing and moving around within the classroom.

WORKING CONDITIONS: Describe any unpleasant aspects of the job such as: noise, work interruptions, outside work, exposure to illness and bodily fluids.

RECENT CHANGES TO THE JOB: Indicate significant changes to the job occurring since the last review, or within the past year. This section must be completed if this is a request to reclassify the job. Provide information relating to the addition or reassignment of responsibilities

Signatures

The signatures below indicate that the incumbent, supervisor and principal/manager have read, discussed, and agreed that the information accurately reflects the work assigned.

Incumbent

_____	_____	_____
Name	Signature	Date

Supervisor

_____	_____	_____
Name	Signature	Date

Principal

_____	_____	_____
Name	Signature	Date

This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District's human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services at 780 441-6061.