

Job Description: Instructor (Hair/Esthetics)

Title

Instructor (Hair/Esthetics)

Report To

School Director, Director of Education

Summary

The Instructor is responsible for the training and enhancement of skills of the individual student. He or she will follow set guidelines and training materials provided to ensure proper and consistent information and knowledge is provided. The instructor will record on a daily basis student information regarding marks and assessments.

Core Competencies

- Coach & Mentor
- Customer Focused (trainee)
- Strong Communication Skills
- High Energy
- Teamwork Focused
- Quality Oriented
- Adaptable & Flexible
- Creative & Innovative Thinker
- Problem Solver
- Results Focused
- Accountable & Dependable
- Decision Maker & Non Judgmental
- Leadership

Job Duties

- Adhere to and motivate students with the concept and values of the mission statement;
"M.C. College Group inspires passion for our industry, nurtures creativity and cultivates financially rewarding careers."
- Image
 - Representing the college in a professional manner to the students and clients, with a professional image and positive presentation.
- To instruct in all subjects as per the curriculum outline and school requirements.
- To create own lesson plans out of the curriculum for both theoretical and practical subjects.
- To coach salon simulation skills.
(i.e.) Telephone procedures, Appointment procedures, Greeting clients, Introduction of self, Consultation with client, Assessment of client's needs, Recommendation of service, Completion of service, Recommendation of suitable retail products, Re-booking next

appointment, Attending with client's coat, Thanking client with a handshake.

- To coach self-marketing skills, salon simulation, sales and promotional techniques, and methods to build and retain a clientele for each graduating students.
- Attend all company seminars, meetings and local hair shows.
- Other duties as they may arise.
- The above requirements are for all present and future instructors working at the college.

Qualifications Requirements:

- Proper certification in Hairstyling/Esthetics from a recognized educational training facility
- Three years minimum previous industry experience in Hairstyling/Esthetics.
- Demonstrable ability to be a problem solver, team player, takes initiative and is self-motivated.
- Willingness to complete all M.C. College and provincial educational requirements.
- Excellent verbal and written communication skills.
- Ability to make sound decisions in a timely manner.
- Ability to work independently.
- Current CPR Certification an asset.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Computer literacy, including effective working skills of MS Word, Excel, Power Point and e-mail required.
- Excellent teamwork and team building skills.
- High degree of resourcefulness, flexibility, and adaptability.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Strong morals and ethics, along with a commitment to privacy.
- Must be able to be depended upon to plan and organize work effectively and ensure its completion.

Working Conditions

- Interacts with students, co-workers and clients and other outside organizations.
- Some travel may be required.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, and light lifting.