



# Grande Prairie and District Catholic Schools

## Job Description

### JOURNEYMAN COSMETOLOGIST

Date Created	June 2018
Date Amended	

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#### **Reports To**

School Principal or Designate

#### **Summary**

You will be working in a credited High School Apprenticeship Program where students can achieve the education necessary to become a licensed Journeyman Hairstylist in Alberta. There are a variety of credits to be achieved for students in grades 10, 11, and 12, as outlined in the Program of Study.

#### **Qualifications**

Cosmetology licensed Journeyman or Red Seal

#### **Formal Education**

High school diploma

#### **Experience**

Experience in teaching or working in a Salon

#### **Competencies**

- Basic computer skills
- Basic understanding of the Guide to Education
- Understanding of all areas of Cosmetology
- Knowledge of OH&S Guidelines
- Excellent verbal and written communication skills
- Supporter of Catholic Education

**Duties and Responsibilities**

- Prepare for class, presentation/teaching of curriculum
- To ensure the curriculum that is being taught reflects current standards within the industry and according to Alberta Education
- Ensure safe and sanitary practices by both students and instructors when practicing cosmetology and related sciences
- To project a professional image
- Maintain academic records and ensure continuous evaluation is given to students on an ongoing basis, i.e. practical and clinical experiences
- Participate in special events; such as Religious Celebrations and Special Assemblies
- Ensure client satisfaction by effectively managing clinic floor, counseling and guiding students, and assisting in resolving students' issues
- Identifying, selecting, and ordering materials necessary for the successful operation of the provincially approved curriculum
- Perform other duties such as managing and maintaining the organization of the lab
- Other duties as assigned

**Work Conditions**

- You will be working in an environment where there will be extended periods of walking and standing
- You will be exposed to airborne chemicals such as perm solutions and hair spray

**Health and Safety**

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

**Acknowledgement and Agreement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_