

Chittenden Central Supervisory Union Job Description

JOB TITLE:	Cosmetology Lab Supervisor/Coordinator – Grade 8
FLSA STATUS:	Non-exempt
UPDATED:	July 20, 2010

POSITION OBJECTIVES: To supervise the daily operations of CTE's Cosmetology Lab and assist the program instructor in the education of students including management of student behavior; record keeping; instructional assistance; classroom and field work/laboratory safety, security, set-up and organization; and interaction and communication with students, support staff, parents/guardians, and other internal and external constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PLANNING AND PREPARATION

- Assists with the preparation and setup of the cosmetology lab and lesson materials.
- Assists the program teacher with new student registrations: tracks all potential student visit forms; meet, greet and perform the initial interview of potentially new cosmetology students; make arrangements for a second visit if warranted; coordinate and organize student applicant one on one time and report back to the teacher supervisor.
- Assists the program instructor with the development of appropriate work guidelines and procedures for students consistent with industry standards and best practices in the field, and carries out these guidelines and procedures within the cosmetology lab.
- Oversees and carries out daily facility maintenance tasks related to the program; organizes and maintains supplies and equipment used in the program; ensures specific safety and sanitation guidelines are followed before and after each cosmetology service practiced, before starting each day and at the end of each day.
- Discusses assigned duties with program instructor in order to coordinate instructional efforts.
- Inventories, plans and purchases materials and supplies needed within the cosmetology lab; tracks product use; orders supplies; monitors expenses to ensure they fit within the overall program budget; ensures all tools, implements and equipment are in sound working order.

INSTRUCTIONAL & CLASSROOM SUPPORT

- Under the direction of the program instructor, plans, coordinates and performs the daily activities that will take place in the cosmetology lab.
- Provides instruction to students within the established program under the direction of the program instructor(s) to help prepare students for their State Board licensing exam. Specifically the aide:
 - Develops, designs, coordinates, supervises, evaluates and instructs in practical and clinical settings implementing applications of all cosmetology related tasks within the program practical and clinical areas;
 - Follows instructors' plans regarding the daily operations of the cosmetology lab;
 - Tutors and assists students individually or in groups in order to help them master assignments and to reinforce learning concepts presented by the program instructor(s);
 - Presents subject matter to students using demonstrations, discussions, and/or lectures;
 - Implements and models appropriate skills, behavior and techniques;
 - Assists students with difficult or unusual tasks or problems.
- Monitors students' work and advises program instructor(s) on students' skills and effectiveness in program;
- Assists the program instructor with providing a safe learning environment for all students. Specifically the aide:
 - Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
 - Monitors and supervises 1/3 of the cosmetology students in the cosmetology lab.
 - Teaches, models, and oversees Salon Ecology and Safety and Sanitation practices which are mandated by the Vermont Board of Cosmetology ensuring a safe and clean working environment for students and clients alike.

- Trains new students, monitors work, assists with difficult or unusual tasks or problems.
- Advises program teachers/coordinators on student skills and effectiveness in working with clients.
- Provides instruction and demonstration on proper techniques, use and care of equipment and materials, and carrying and storing of materials and tools used in the program under the direction of the program instructor.
- Monitors students in the use and care of equipment and materials, in order to prevent injury and damage.
- Ensures all students follow established health and safety regulations, standards and guidelines relative to the program.
- Assists with the supervision of students in classrooms, hallways, cafeteria, school grounds, gymnasium, library and on field trips.
- Demonstrates an understanding of the role, responsibility, legal, and ethical requirements of running a cosmetology salon.
- Helps enforce and communicate rules and expectations for behavior and procedures for maintaining order among the students; monitors classroom activity at all times, determines need for intervention, resolves conflicts with students bringing unusual or difficult problems to the program instructors' attention; implements student behavior support plan as needed.
- Tracks academic classroom assignments (e.g. math, English) and follows up with students to help students make a connection between the academic assignment and how it is used in the cosmetology lab setting.
- Carries out record keeping functions related to the program under the direction of the program instructor(s):
 - Prepares written evaluation of daily team and individual performance to assess student progress based on classroom observations (e.g. Student Worker Traits, practical applications, etc.);
 - Takes class attendance and maintains attendance records;
 - Tracks and manages student participation in Career Work Experiences;
 - Oversees and maintains a daily documentation of hours earned for each student;
 - Coordinates and communicates CWE with the Cooperative Education office;
 - Prepares letters of recommendation for student workers for future employment.

OTHER OBLIGATIONS

- Follows all school rules, administrative regulation, and CCSU policy and procedure; assists in upholding and enforcing all administration regulations and rules governing students.
- Attends and actively participates in building level staff meetings, EST/CRT/IEP meetings, disciplinary proceedings, district meetings and other school and district committees, meetings, projects or events as required or requested.
- Assists the program instructor(s) in planning and evaluating program effectiveness and identifying program needs.
- Substitutes for program instructor(s) in his/her absence.
- Performs general administrative or clerical support duties as needed (e.g. typing, filing and duplicating materials; collecting permission slips for field trips; distributing and/or collecting teaching materials, homework assignments and tests)
- Participates in general Cosmetology program activities as assigned: transports students to externships; accompanies select students on CWE accompanies class and program instructor(s) on field trips.

SUPERVISION RECEIVED: Supervised by the program instructor. Evaluated by the CTE Principal/Director or his/her designee with input/feedback from the program instructor. Receives administrative direction from the CTE Principal/Director and/or his/her designee.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Minimum of an Associate's degree or the equivalent (or the ability to meet the requirements to become a highly qualified paraeducator under the No Child Left Behind Act (NCLBA) within the first six-months of employment) , plus five or more years of recent industry experience in the related field;. Working knowledge of the Vermont State Board of Cosmetology & Barbering Standards and the VT Department of Education competencies

required. Knowledge and training in the Pivot Point Designer/Scientific Approach also required. Experience with salon ownership or management desirable.

- Certifications and Licenses. Holds and maintains a valid Vermont State Cosmetology Operator License and a Vermont State Cosmetology Instructor License.
- Language Skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, employees of organization, and community members.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Computer Skills and Experience. Ability to use G-mail for effective communication. Ability to enter and retrieve data from databases (e.g. student information system, SunGard). Experience and ability to effectively use word processing programs - Microsoft Word experience preferred.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Commitment and demonstrated ability to work with a team toward common goals.
- Other Qualifications. Experience working with children/adolescents and adults especially those with special needs or at-risk of dropping out of school. Understanding of student learning differences. Patience and persistence. Good basic administrative and supervisory skills. Ability to attend required or requested training, meetings, and professional growth activities outside of school hours (i.e. summers and after-school). Willingness and ability to obtain First aid and CPR training, and to become certified in LSCI (Life Space Crisis Intervention).

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS. Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency</i>	<i>Essential (E) or Not Essential (NE)</i>
SITTING	O	E
STANDING	C	E
WALKING	C	E
SEEING	C	E
HEARING	C	E
TALKING	C	E
DEXTERITY (hands/fingers)	C	E

USE OF COMPUTERS AND EQUIPMENT	O		E
LIFTING			
up to 10 lbs.	F		E
10-25 lbs.	F		E
25-50 lbs.	F		E
50-100 lbs.	S		NE
100+ lbs.	NA		NE
CARRYING			
up to 10 lbs.	F		E
10-25 lbs.	F		E
25-50 lbs.	F		E
50-100 lbs.	S		NE
100+ lbs.	NA		NE
BENDING/STOOPING	F		NE
PUSHING/PULLING	O		NE
TWISTING	F		E
CLIMBING	S-O		NE
BALANCING	S-O		NE
CROUCHING	O-F		NE
KNEELING	O-F		NE
CRAWLING	O		NE
REACHING (i.e., overhead)	O		E
HANDLING	C		E
DRIVING	O		NE
REPETITIVE MOVEMENTS (hands, feet)	F		E
MANAGING STRESS	F		E
RESOLVING CONFLICTS	F		E

WORKING CONDITIONS/ENVIRONMENTAL FACTORS: All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency</i>
EXPOSURE (dust, dirt)	F-C
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	F
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	NA
EXPOSURE (chemicals, hazardous materials)	S
UNEVEN TERRAIN	O
OUTDOOR WEATHER CONDITIONS	F
VIBRATION/NOISE	C
HEIGHTS	O

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a work station without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.