

SKILL SPECIALIST JOB DESCRIPTION

CUTTING, BARBERING, COLOR, TEXTURE, LONG HAIR, MAKEUP, SKIN, AND NAILS

Qualifications: He or she maintains a current cosmetology, barbering, esthetic, or nail and instructor license.

Objective

The Skill Specialist motivates, mentors, and coaches all Future Professionals in the different skill specialty focuses and creates rich learning experiences in the classroom. He or she creates and facilitates the Skill Specialist training calendar and ensures the use of all current learning materials and technical curriculum.

Skill Specialist — Essential Functions

- ① He or she follows and administers school curriculum and lessons for defined areas (cutting, barbering, color, texture, long hair, makeup, skin, nails, and Final Phase/state board) and provides ongoing support as a Skill Specialist and mentor for newly hired team and fellow Learning Leaders.
- ② He or she prepares mini-classes and learning centers for classroom and clinic classroom learning.
- ③ He or she takes an active role in training and co-certifying Learning Leaders. He or she works with the Education Leader to support the growth of each Learning Leader on his or her career path.
- ④ He or she assesses the ongoing needs of the Learning Leaders. Based on needs, he or she develops and teaches in-house trainings for clinic classroom learning and certifications in collaboration with the Education Leader.
- ⑤ He or she maintains current and accurate lesson files, handouts, and posters.
- ⑥ He or she maintains and models clinic classroom learning and professional expertise by remaining current with state board requirements and exams. He or she provides salon/spa preparedness training for Future Professionals.
- ⑦ He or she travels, on a limited basis, to Specialist Trainings and advanced technical skill trainings.
- ⑧ He or she attends Huddle, monthly Town Hall meetings, team trainings, FUNraising events, Free Hugs/Community Love, Caper, Style Extravaganza, graduation, and celebrations to sustain the school culture.
- ⑨ He or she may be asked to perform other tasks as needed that do not appear on the job description..

Work is performed in an indoor environment and requires frequent sitting, standing, bending, walking, repetitive motion, and vision to monitor.

He or she travels domestically for recruitment and professional development.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Resource Expert

Paul Mitchell Schools certify the Skill Specialist in the technical areas of cutting, barbering, color, texture, long hair, makeup, skin, and/or nails.

- ① The Skill Specialist illustrates the basics of the field in which he or she is licensed.
- ② The Skill Specialist trains Future Professionals using Paul Mitchell Schools education.
- ③ He or she uses the materials, systems, and cultural programs from the most current Learning Leader's guide.
- ④ The Skill Specialist demonstrates the most current terminology and skills and uses lesson plans with an open, body, and close outline.
- ⑤ He or she follows a current course plan for each phase of learning that includes peer tutoring and interactive learning centers.

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- ⑥ The Skill Specialist uses handouts, videos, audios, and models to create a fun, active classroom.
- ⑦ The Skill Specialist is knowledgeable in all John Paul Mitchell Systems Take Home products, Paul Mitchell® **the color**, **the color XG**®, **Paul Mitchell POP XG**®, The Demi, Skylight®, PM SHINES®, INKWORKS®, COLOR SHOTS®, lightener, perms, relaxers, skin care, and nail care.
- ⑧ The Skill Specialist maintains all Core, Protégé, Adaptive, and Creative lessons and handouts in a neat and ordered course filing system, following the four steps and course file checklist.
- ⑨ He or she coaches, mentors, and, inspects the implementation of all specialty skills in the classroom and in the clinic classroom, providing training and feedback to the team as necessary.
- ⑩ He or she coaches and mentors the Core Specialist and Protégé Specialist during skill specialties, inspecting the proper instruction during lessons.

Learning Leader

The Skill Specialist masters Learning Leader skills.

- ① The Skill Specialist uses game planning, learning systems, C.L.A.S.S. skills, lesson planning, learning mapping, nonlinear note-taking techniques, and classroom reporting.
- ② The Skill Specialist makes effective learning environments and learning centers that incorporate all multiple intelligences in the classroom and in the clinic classroom.
- ③ He or she encourages Future Professionals to stay forward-focused and solution-oriented.
- ④ The Skill Specialist tracks Future Professional attendance and progress and maintains Future Professional files.