

## FUTURE PROFESSIONAL ADVISOR JOB DESCRIPTION

### Qualifications

Good organization, coaching, and communication skills are required. Based on the needs of your school, you may require that the Future Professional Advisor be a licensed cosmetologist instructor.

### Objective

The Future Professional Advisor motivates, mentors, coaches, inspires, and advises Future Professionals throughout their time in school, helping them to maintain proper attendance and school hours, satisfactory academics in theory and worksheet completion, classroom attendance, and overall school performance. He or she has fiduciary responsibility for making and saving money within the school by managing the classroom and clinic classroom calendars and maintaining proper staffing.

The Future Professional Advisor acts as a coach or advisor to all Future Professionals, and one Future Professional Advisor may oversee multiple departments: cosmetology, barbering, skin, and nails. The Future Professional Advisor is not a professional counselor and cannot counsel Future Professionals on issues that require a professional agency or licensed counselor, as in drug or alcohol abuse, personal health issues or crises, rape, abuse, planned parenting concerns, etc.

The Future Professional Advisor is an expert in culture, lesson planning, game planning, coaching, time management, advisory, school worksheets, class and clinic classroom service tracking forms, theory and worksheet grading systems, school hours, the time clock, class roll and attendance, Back on Track list, "OOPS!" List, career services, and student progress reports. He or she knows FAME, Freedom, or an equivalent system that the school uses to input practical and academic grades and placement data.

The Future Professional Advisor manages the school's monthly classroom and clinic classroom calendars and professional development calendar with direct communication and input from the Education Leader, Clinic Classroom Leader, and School Director.

### Future Professional Advisor — Essential Functions

- ① He or she meets with Future Professionals (students) to provide information and guidance on attendance and academic issues, such as overall school hours, theory class hours, theory exam grades, worksheet completion, and tracking forms, and takes advantage of all other coaching opportunities on a daily basis.
- ② He or she facilitates Future Professionals' academic progress by evaluating their needs and developing appropriate educational game plans. He or she makes recommendations for Future Professionals who need assistance with overcoming learning obstacles, specialized tutoring, or preparing for state board exams.
- ③ Along with the Education Leader and the School Director, he or she helps to create the professional development calendar and an education calendar of all class and clinic classroom subjects to include mini-classes and learning centers.
- ④ He or she reviews the "OOPS!" List daily and calls any Future Professionals who are tardy or absent, asking, "Are you okay? Is there anything we can do? How can we support you?"
- ⑤ He or she maintains Future Professionals' files that include a record of the advising activity that occurs during each visit.
- ⑥ He or she maintains a current Placement Binder and maintains current information in Freedom and the school's CRM.
- ⑦ He or she oversees the professional development program and conducts or assigns classes as outlined, including interview and résumé classes and mock interviews for Future Professionals.
- ⑧ He or she inspects and guides a satisfactory placement rate that meets federal and school standards.
- ⑨ He or she tracks and records alumni information in the school's CRM and in Freedom.

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- 10 He or she attends and participates in the daily Pow Wows, weekly management meetings, monthly Town Hall meetings, team trainings, monthly in-house team trainings, FUNraising events, Free Hugs, Caper kickoff, Super Service Days and Super Service Nights, a.k.a. Style Extravaganza, graduation, and celebrations to sustain the school culture.
- 11 He or she travels, on a limited basis, to Education Leadership Trainings.
- 12 He or she participates in ongoing coaching webinars and trainings.
- 13 He or she reviews the school calendar monthly at Town Hall meetings.
- 14 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.\*\*

Duties include but are not limited to:

### Cultural Specialist

The Future Professional Advisor masters all culture, learning, and coaching systems and programs.

- 1 He or she attends the Education Leadership Training twice per year.
- 2 He or she inspects that Learning Leaders effectively use all learning and coaching systems with Future Professionals.
- 3 He or she is a coaching expert and utilizes the coaching systems as outlined in *Guide 3: Communication and Coaching*.
- 4 He or she uses the materials, systems, and cultural programs from the most current Paul Mitchell Schools' guides, manuals, handbooks, modules, and files and inspects that the school has the most current guides and materials.
- 5 He or she knows how to reference the Paul Mitchell Schools' resources and may direct the team to do the same.
- 6 He or she understands and uses game planning, learning types, Multiple Intelligence, lesson planning, learning maps, nonlinear note-taking techniques, and presentation skills when coaching and advising Future Professionals.

### Career Services Leader

The Future Professional Advisor successfully discovers and implements the following:

- 1 He or she schedules and maintains the salon calendar to include salon visits, National Meet Your Dream Team event, and an annual advisory meeting.
- 2 He or she meets with Future Professionals to guide them in career planning and job placement.
- 3 He or she trains team members to encourage Future Professionals to develop career plans and marketing strategies.
- 4 He or she oversees and facilitates or assigns professional development classes and a minimum of two professional development activities per year.
- 5 He or she effectively manages the Future Professional placement files and documents and reports according to the outcome assessment and compliance guidelines.
- 6 He or she monitors and achieves graduation, licensing, and placement rates.

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#### Staffing and Calendar Coordinator

The Future Professional Advisor creates and manages the education calendar for cosmetology, barbering, skin, and nails to include theory, Core, specialty classes, Phase One, Phase Two, guest artists, and professional development lessons for both day and night schools. He or she also creates and manages the clinic classroom staffing calendar and the annual team education training calendar for in-house and Paul Mitchell Schools' trainings.

- ① He or she requires computer and Internet access for staff calendaring, the school's CRM, The HUB, and Freedom for inspecting grades and entering placement data.
- ② He or she schedules and attends monthly team trainings.
- ③ He or she schedules "Super Service Day" and "Super Service Night" a.k.a. Style Extravaganza events for both day and night school a minimum of every six months.
- ④ He or she updates and monitors the calendar on the Events Board.
- ⑤ He or she presents and reviews the following month's calendar in the Town Hall meetings and distributes it to the Service Desk Leader and education team members.
- ⑥ He or she communicates with the Service Desk Leader and Clinic Classroom Leader about any changes to the daily classroom or clinic classroom schedules.
- ⑦ He or she maintains copies of the Future Professional classroom calendar and team in-house training calendars for the proper continuing education documentation.
- ⑧ He or she communicates with the Education Leader about the team focuses and progress toward upcoming team trainings.

#### Compliance Inspector

He or she inspects the following on a regular basis:

- ① All Future Professional education files are maintained with the completed worksheets and Multiple Intelligence scores. When Future Professionals complete their hours and Graduate Exit Interview Form, he or she may distribute the files to the Future Professionals or discard them.
- ② He or she communicates with the Financial Aid Leader(s) to ensure that each Future Professional maintains his or her class and clinic classroom service tracking forms, which upon completion, are filed in the financial aid offices.
- ③ Theory roll is taken and recorded by the Theory Specialist for each theory class.
- ④ Theory exams are graded and recorded by the Theory Specialist or another assigned team member.
- ⑤ Worksheets are collected, graded, recorded, and filed by the Worksheet Specialist.
- ⑥ The Future Professional assessments are completed by the Learning Leaders and attached to the monthly worksheets.
- ⑦ All blank classroom and clinic classroom service tracking forms are filed and accessible to the Future Professionals.
- ⑧ The required Core and final exit exams are graded and recorded by the appropriate leaders.
- ⑨ The appropriate leaders sign the Graduate Exit Interview Forms as the Future Professionals complete their final hours.

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#### Future Professional Coach

The Future Professional Advisor coaches the Future Professionals.

- ① He or she uses the Future Professional Advisory Form and all supporting documentation.
- ② He or she motivates, coaches, and creates a game plan on school performance with any unsatisfactory Future Professionals using the monthly report card.
- ③ He or she conducts the Adaptive-to-Creative and graduate exit interviews.
- ④ He or she is accountable for drop prevention. He or she meets with the School Director and any Future Professional who plans to drop from the school.
- ⑤ He or she reviews the Back on Track list and is aware of "red flags" of Future Professionals falling behind in overall attendance, theory hours, theory exams worksheets, and attitude.
- ⑥ He or she knows and uses the Dean's List and the Barbering Honors, Cutting Honors, Color Honors, Texture Honors, Makeup Honors, Skin Honors, and Nail Honors as tools to motivate the Future Professionals.
- ⑦ He or she is aware that he or she cannot ask questions about or have specific knowledge of the Future Professionals' tuition funding.

#### Team Manager and Coach

The Future Professional Advisor advises, coaches, and mentors the team.

- ① He or she understands the cost of running a school to avoid overstaffing and overtime while still meeting the required Learning Leader-to-Future Professional ratios.
- ② Along with the Education Leader, he or she maintains every Learning Leader's file, including documentation of the current required licenses, continuing education documentation, proof of continuing education, and Learning Leader Performance Evaluations. He or she inspects all Learning Leader files a minimum of quarterly using the Education Learning Leader File Checklist.
- ③ He or she monitors all school and student programs by conducting regular monthly meetings with all student program team leaders for calendaring and updates on upcoming events.
- ④ He or she meets daily with the Education Leader to conduct an upload meeting and game planning.
- ⑤ He or she meets weekly with the School Owner or School Director and Education Leader and completes the education weekly and monthly download forms.
- ⑥ Along with the School Director and Education Leader, he or she inspects and mentors the team to follow the staff guidelines, Gathering Guidelines, Golden Rules, and Guiding Principles.
- ⑦ He or she meets weekly with the Theory Specialist and Worksheet Specialist about the Future Professionals on the Back on Track list to discuss a game plan for implementation.