

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

**Core Specialist — Essential Functions**

1. He or she conducts the Core Future Professionals' final interviews.
2. He or she orders all class supplies and student technical kits and learning kits through the Operations Leader.
3. The Core Specialist illustrates the Core basics and uses lesson plans with an open, body, and close that follow the Core course outline.
4. The Core Specialist uses game planning, learning systems, C.L.A.S.S. skills, lesson planning, learning mapping, and nonlinear note-taking techniques.
5. He or she makes effective learning environments and learning centers that incorporate all multiple intelligences in the classroom and on the clinic floor.
6. He or she assesses Future Professionals with Core written and practical exams.
7. He or she attends Pow Wow, monthly Town Hall and staff training.

\*\*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. \*\*

**Objective**

The Core Specialist motivates, mentors, and coaches all Future Professionals in the Core and Protégé phases of learning and uses his or her proficient Core knowledge to create rich learning experiences in the classroom. He or she makes and facilitates the Core training calendar and ensures the use of all current learning materials and technical curriculum.

**Program Coordinator**

The Core Specialist coordinates the Core program and oversees the training and facilitation of the Protégé program.

1. He or she chooses mentors from Future Professional applicants for the Core Future Professional mentoring program.
2. He or she implements the annual Core calendar.
3. He or she coordinates events with the Student Council, such as the Core pancake breakfast.

**Resource Expert**

The Core Specialist is highly knowledgeable, experienced, and certified in all areas of the Core curriculum and program.

1. He or she uses the materials, systems, and cultural programs from the most current Learning Leader's guide or manual.
2. He or she follows a curriculum plan for each phase of Core learning that includes peer tutoring and interactive learning centers.
3. He or she provides each Future Professional with a full student kit, both technical and learning.

**Motivator**

The Core Specialist is a master motivator.

1. The Core Specialist leads learning and coaching sessions that include an enrollment and game planning process to inspire learners to apply their learning.
2. He or she speaks on self-development and motivational topics.
3. He or she encourages the staff team and Future Professionals to stay forward focused and solution-oriented.
4. He or she follows up on the team's Take Home and service goals and totals.
5. He or she facilitates daily Pow Wows for Future Professionals.

**Community Member**

The Core Specialist is a happy and professional community member who performs the mission of Paul Mitchell Schools.

1. The Core Specialist attends Pow Wow, staff trainings, Town Hall, FUNraising events, Free Hugs, Caper kickoff, Super Service Days, graduation, and celebrations to sustain the school culture.
2. He or she may be asked to perform other tasks as needed that do not appear on the job description.