

Job Description Barbering

Thornton Township District 205

Employee Job Description For Cosmetology/Barbering Program

Title: Barbering Instructor

Reports to: Principal and/or designee

Job Goal: Assist Thornton Township District 205 in meeting the district vision and mission by providing exceptional education in Cosmetology/Barbering in an atmosphere where students may develop academically, emotionally and psychologically necessary for a successful career. Provide leadership Barbering programs, including taking a leadership role in department organization, curriculum, scheduling, recordkeeping, and ensuring adequate supplies. Provide necessary training for students to transfer their skills to obtain their Barbering license, the cosmetology/barbering profession, or on to post-secondary education. This person will also be responsible to maintain a high level of operation and customer service within the full-service salon.

Comment [PL]:

Duties and Responsibilities – Barbering Instructor

- I. Subject Knowledge
 - a. Demonstrate a thorough and accurate knowledge of barbering and barbering salon operations.
 - b. Stay current in subject matter, technological advancements in the field; teaching methodologies and innovations through continued professional development and involvement in professional organizations and course specific advisory committee
 - c. Learn and use technology to enhance teaching and the educational experience of students.
 - d. Implement soft skills, professional development, and academic components for a well-rounded program
- II. Teaching Duties
 - a. Create and implement curriculum in accordance with standards set by Illinois Department of Professional Regulation (IDPR) appropriate for the students served at District 205
 - b. Plan and organize instruction in ways which maximize student learning
 - c. Employ appropriate teaching and learning strategies to communicate subject matter to students.

- d. Modify instruction, when appropriate, according to diverse student needs (i.e.: 504's and IEP's are to be taken into consideration)
 - e. Demonstrate sensitivity to student needs and circumstances
- III. Student Learning Evaluation
- a. Follow District 205 established grading policies to incorporate employability skills, productivity, proper weighting for tests, exams, etc. in a fair and consistent manner
 - b. Return evaluation of student work promptly to promote maximum learning
 - c. Maintain accurate records of student progress to ensure adult program students have up-to-date information on their progress towards licensure examination qualifications.
- IV. Classroom Management
- a. Create and maintain an environment conducive to learning
 - b. Take reasonable and necessary precautions to protect students, equipment, materials and District 205 facility – with student safety being of the utmost importance.

Duties and Responsibilities

- V. Curriculum
- a. Ensure core competencies established by IDPR are embedded in curriculum
 - b. Advise and supervise the administration of curriculum and follow-through within the barbering program.
 - c. Provide annually an updated course syllabus and Signature books in accordance with IDPH, to be reviewed/approved by the principal and/or designee
 - d. Plan student activities, programs and/or field trips as a continuation of the cosmetology/barbering program.
 - e. Establish Student Learning Objectives (SLO's)/outcomes for Barbering I, II and Adult Programs
 - f. Administer final "Practical" and "Theory" final exams.
- VI. Student Data Management and Recordkeeping
- a. Maintain Barbering Student Information Including:
 - i. Parent Orientation Forms/Signatures
 - ii. Student Hours, utilizing TimeClock Plus
 - 1. Verify/document all incoming/new Barbering students
 - 2. Run monthly "Hour Reports" and submit report of individual student hours to instructors on a monthly basis.
 - 3. Maintain log of students who lost hours due to "no dress" or other disciplinary reasons.

- 4. Coordinate with main office support staff the entering of student hours (time in and out for) each student if time clock malfunctions according to barbering instructor daily student sign-in log.
 - iii. Ensure State Documentation/Transcripts and Diplomas are properly prepared and submitted for students to take State Licensure Examination
 - iv. Student Sign-in/out sheets
 - v. Student Grade Sheets
 - vi. Maintain and update Cosmetology/Barbering Student Handbook as needed and ensure all students have reviewed the information.
 - vii. Student Letters of Recommendation
- VII. Scheduling
- a. Student Schedules – Monitor evening and weekend student counts and make recommendations/changes as needed
 - b. Create and maintain department Promotional and Event Calendars
- VIII. Department/Salon Management
- a. Coordinate all staff, student and parent meeting schedules, maintain proper documentation of meetings and inform principal and/or designee as needed.
 - b. Maintain Barbering budget, making recommendations as needs change.
 - c. Research and make recommendation for cosmetology kits, kit fees and ensure appropriate kit supplies are ordered and available to students.
 - d. Inventory for all curriculum, salon and retail supplies and create purchase orders as necessary.
 - e. Retrieve normal salon supplies for instruction
 - f. Lead communicator for supply representative and any other supply outlets utilized for barbering program.
 - g. Maintain Barbering Google Drive
 - h. Work with teachers in curriculum development, special activities and sharing ideas and resources.
 - i. Engage in continuing improvement of professional knowledge and skills for cosmetology/barbering instructors.
 - j. Warrant salon cleanliness and maintenance of equipment, making recommendations as needed.
 - k. Create and maintain system for emergency contacts, including all Barbering instructors, active adult and high school barbering students, and parent/guardian emergency contacts for each high school level students. Ensure fellow barbering instructors have access to information in case of absence or emergency-situation.

General Employment Responsibilities

- a. Support District 205 values, mission and vision
- b. Maintain confidentiality of all student information

- c. Establish a Cosmetology/Barbering Advisory Committee
- d. Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
- e. Act in a professional and ethical manner and adhere to professional standards at all times.
- f. Demonstrate Attention to punctuality, attendance, records and reports
- g. Comply with all policies contained in the District 205 Teacher's Handbook published annually.
- h. Comply with all policies contained in the District 205 Board Policy Manual (available electronically).
- i. When absent, provide clear instructions for a substitute to ensure students have full opportunity for learning.
- j. Any other duties as assigned.

Minimum Requirements

- a. Valid/Current Barbering Instructor's License issued by the Illinois State Board of Professional Regulation
- b. ISBE CTE Provisional Teacher's License
- c. Computer Competence in Google and/or Microsoft Office suite
- d. Written and Verbal Communication skills

Preferred Qualifications

Barbering Instructor Experience, either with another school or professional trade organization
Barbering Salon Management

Physical Requirements

- a. Ability to stand 4-6 hours per day
- b. Ability to frequently bend, stoop, reach, crouch, kneel, push and pull, and climb stairs
- c. Ability to lift 15-25 Pounds
- d. Ability to occasionally work at a desk, use computer, keyboard and mouse