

HAIRDRESSING ASSISTANT

Division: 5 (Education Assistant)

Reports to: SCHOOL PRINCIPAL

Job Summary

Using specialized techniques and methods, a Hairdressing Assistant assists the Hairdressing Instructor in the training of students enrolled in the district stylist program. The Hairdressing Assistant is required to pay close attention to students' practices to ensure they use safe, accurate and sanitary methods when providing hairdressing services. The Hairdressing Assistant reports to the designated Principal and receives direction from the Hairdressing Instructor who exercises overall control of the salon.

Duties and Responsibilities

- Assists with instruction and supervision of students within the hairdressing program.
- Assists students with all aspects of customer service including: consultations, haircuts, hair colors, and various hairstyles.
- Assists teacher with receptionist duties: answering the telephone, managing appointments and welcoming clients.
- Assists teacher in maintaining student records and evaluating student performance.
- Assists teacher and students with finding, monitoring and reporting on work placement for students with prospective employers in the hairdressing industry and arranging hours of work and transportation.
- Assists teacher to ensure that legal documents and permissions are completed with all appropriate signatures.
- Works alongside students as a job coach in the salon.
- Will involve driving to monitor student work experience placements.
- Works with students on a one-to-one or small group basis to develop job ready skills.
- Provides guidance, encouragement and support to students in the development of their social and life skills and responsible behaviour.
- Promotes and maintains positive relationships between the Chilliwack School District and other employers and agencies.
- Helps maintain clean and sanitary hairdressing facilities including laundering materials as needed.
- Shops for supplies and maintains supply inventory.
- Performs cashier duties, including cash reconciliation.
- Maintains accounting records such as cash, inventory and accounts receivable for the salon.
- Performs other salon related or emergent duties as identified by the teacher.

Equipment Used

Hair salon equipment including washing, cutting, drying and colouring stations.

Office equipment including a computer, phone, photocopier and cash register.

Required Knowledge, Ability, Skills

- High school diploma plus an additional programme over six months up to and including one year or equivalent.
- Hairstylist Certification of Qualification with Red Seal Endorsement
- Three or more years' experience as a hairdresser in the industry.
- Ability to work with students.
- Valid B.C. Class 5 driver's licence and appropriate insurance to transport students.
- A valid First Aid Certificate (Level 1).
- Basic knowledge of computer skills (word processing, accounting and student information systems).
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact in settling complaints, requests and clarification of information in contacts with the public, parents, staff, students, community and business partners.
- Ability to plan and schedule work and organize workload effectively.
- Ability to work with constant interruptions.
- Ability to perform individually and as part of a team.
- Ability to work with special needs students.