



AVEDA INSTITUTE DES MOINES

The job description below is intended to describe the general nature and level of work being performed by people assigned to this job. It is not an exhaustive list of responsibilities, and it is subject to changes and exceptions at the discretion of supervisors.

AVEDA JOB DESCRIPTION

Job Title: Cosmetology Educator

Department: AIDM-Cosmetology

Position Purpose: To effectively educate students and support the Institute in achieving its major educational goals, objectives, and continuing purpose.

Description of Duties:

- Prepare for class, presentation/teaching of curriculum.
- To ensure the curriculum that is being taught reflects current standards within the industry, i.e. preparation and research.
- Ensure safe and sanitary practices by both students and instructors when practicing cosmetology and related sciences.
- Attend weekly and morning scheduled meetings.
- To project a professional image at all times to internal and external clients.
- Maintain academic records and ensure continuous evaluation is given to students on an ongoing basis, i.e. student performance in theory, practical and clinical experiences.
- Participate in special events; such as Congress, Career Fairs, student recognition and Earth Day.
- Ensure client satisfaction by effectively managing clinic floor, counseling and guiding students, and assisting in resolving students issues.
- Perform other duties as assigned.

Direction Given:

1. Students (according to Iowa state guidelines)

Direction Received:

1. Director of Education
2. Institute Director

Responsibility:

Financial: Assist students in selling services and products. Clinic/classroom inventory of supplies and equipment.

Contacts: Contact with internal/external clients daily. Interaction with other departments within AIDM.

Minimum Requirements:

Education: High school diploma. Cosmetology license and ability to obtain instructor's license within 30 days of hire.

Experience: Minimum 2 years continuous cosmetology experience

Other: Exceptional verbal and written skills. Strong organizational skills. Must maintain current instructor's license. Good presentation skills and excellent customer service skills.

FLSA: Exempt-Salaried Position

