

Job Description

Job Title: Aviation Instructor
Position Code: 7E04 / GE04
Job Classification: Exempt

Supervisor: Principal & Program Administrator
Pay Grade: 35A, 37A, 38A, 39A
Contract Length: 192 Days

Job Summary

Position is responsible for instructing secondary school students in the field of aviation technology and creating a safe and orderly learning environment. Position motivates students to develop an interest in and an appreciation of the aviation technology field. Position develops knowledge, skills, and talents of students, utilizing a variety of instructional techniques appropriate to students' interests and abilities.

Essential Duties

1. Instructs students in all phases of aviation technology, to include AC and DC electricity, in accordance with the course of study adopted by the Board of Education.
2. Enables students to develop an appreciation of the field of aviation technology and the practical application of electricity.
3. Demonstrates techniques to students in aviation technology concepts.
4. Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of academic instruction, hands-on application, and computer based learning.
5. Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities.
6. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
7. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning during class time.
8. Instructs students in the proper care and use of aviation technology equipment.
9. Organizes storage areas and controls the use of materials and equipment to prevent loss, abuse, injury, or security breach.
10. Makes minor repairs and adjustments to aviation technology equipment and requests assistance for major repairs as appropriate.
11. Evaluates student performance and growth in knowledge and understandings and prepares regular progress reports.
12. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
13. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
14. Maintains thorough records for each student.
15. Selects, requisitions, and maintains books, instructional materials, aviation technology equipment, and instructional aids.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field of aviation instruction.
3. Performs any other related duties as assigned by the principal, program administrator or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess AirFrame & PowerPlant Certification (A&P) and meet Virginia Department of Education requirements to teach aviation courses. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of aviation technology and electricity, both AC and DC. Must possess working skills and abilities in the operation of a variety of aviation technology devices and equipment. Must possess the ability to instruct students in the field of aviation technology. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: May include instructional assistants, volunteers, tutors.

Supervision Received: Principal, program administrator or appropriate administrator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Aviation Instructor will be required to follow any other instructions and to perform any other related duties as assigned by the principal, program administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 09/2019 CR