

JOB TITLE  
COORDINATOR AVIATION

DIVISION  
ACADEMIC SERVICES

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
I I/IV, GRADE 11

LENGTH OR WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JANUARY 14, 2013

SCOPE OF RESPONSIBILITIES

The coordinator for aviation provides the leadership necessary to work cooperatively with the local school faculty, administrative team, and appropriate units within the district to implement all aspects of the aviation program. Supervises the flight training and aircraft maintenance. Facilitates the provision of social services for disadvantaged students and their families to promote the students success in the aviation program.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership in organizing, developing and implementing the curriculum of all areas of the aviation magnet.
2. Provides leadership to teachers, teams, and departments to facilitate effective planning and implementation.
3. Assists in the determination of educational needs in the school and in the formulation of necessary plans and programs.
4. Assists the Principal in developing and implementing a recruitment plan to attract students from feeder middle schools to the aviation program.
5. Assists the Principal with matters relating to public relations and marketing of the aviation magnet and the overall school.
6. Develops, manages and maintains appropriate budgets for fiscal affairs for the programs in accordance with state and systemwide accounting practices.
7. Assists with planning, developing and implementing an endowment program to provide scholarship monies for qualifying students.
8. Monitors instructional activities in order to ensure consistency and compliance with established federal, district, and school goals or regulations.
9. Provides liaison with pupils, parents, staff, parent groups, community agencies and promotes positive public and school-community relations.
10. Serves as a liaison with the Federal Aviation Administration (FAA) and other governmental agencies certifying aspects of the magnet program(s).
11. Monitors contracts and activities established between the school/district and business for compliance and renewal.
12. Serves as technical prep/school-to-work coordinator, completing grants, etc.
13. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull medium weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

2. Airframe and Powerplant Mechanic Certification
3. Bachelor's degree with courses in Supervision and/or Administration or aviation
4. Demonstrated ability to establish a partnership between schools and business/corporations
5. Experience in working with culturally diverse groups and disadvantaged students

DESIRABLE QUALIFICATIONS

1. Three (3) years of successful teaching or other related experiences
2. Knowledge of domestic and international tourism
3. Certified flight instructor