

Job Description

Position Title: Director of Aviation Technology

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of Aviation Technology provides strategic direction, administrative leadership, and immediate oversight of a multi-faceted technology program. Oversees activities of the Aviation curriculum for the College. Ensures associated programs maintain alignment with district vision, mission, and goals. Develops, directs, and leads special projects and initiatives that promote current and future programs consistent with local, state, and federal law and Federal Aviation Regulations.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides direction for curriculum, instructional, and program development. Implements instruction for use in credit and non-credit courses by traditional and non-traditional students; evaluates results and makes appropriate modifications to ensure compliance with College policies, Federal Aviation Regulations, and other certifying bodies.
2. Develops and implements departmental policies and procedures. Interprets and applies College policies and procedures for mediation and conflict resolution with students, faculty, staff, and external entities.
3. Supervises faculty and staff employees; Ensures faculty and staff are trained. Prioritizes and assigns work, conducts performance evaluations; and, makes hiring, termination and disciplinary actions.
4. Directs, oversees, and participates in the development of the department work plan. Monitors workflow; reviews and evaluates work products, methods, and procedures.
5. Plans, develops, implements and monitors short and long-range teaching schedules for multiple credit and non-credit programs. Forecasts student program requirements and manages faculty and staff to prepare students for industry careers.
6. Develops, administers, and monitors budgets; implements and allocates resources following budget approval; and, approves expenditures.
7. Directs and supervises the collection of technical data and preparation of a variety of complex reports.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of business management and fiscal practices

- Knowledge of managerial and supervisory skills
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
- Knowledge and application of various instructional methodologies
- Ability to adapt and maintain professional composure in emergent and crisis situations
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content..

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Aviation Management or a closely related field of study required.
- Five (5) to eight (8) years of related experience teaching airframe repair and mechanics.
- Over eight (8) years of related experience with project management, supervision, and aviation technology preferred.
- Three (3+) years of supervisory experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours