

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

Melisha Jones-Henderson, MBA
Executive Director Human Resources Department

Dr. Paige McNulty
Emergency Manger

POSITION: Aviation Flight CTE Instructor & Sim Lab Coordinator

SALARY: To be determined

REPORTS TO: Principal

Purpose Statement:

The Aviation Instructor will be the primary instructor for students to receive FAA certified level training provided they successfully complete the program. The instructor accomplishes this by providing students with a program of study that teaches required program skills, develops employability skills, and reinforces academic skills through use of rigorous curricula. The Instructor will also handle all responsibilities associated with the High Tech Flight Simulator Laboratory, included program coordination, school-wide integration/collaboration including special events/workshops/classes. The instructor will also handle coordination of flight simulator hardware and software routine maintenance, repairs and updates.

Duties and Responsibilities:

- Develops lesson plans and appropriate instructional aides stressing laboratory learning methods
- Demonstrates Science, Technology, Engineering and Mathematics (STEM) concepts using representations such as models, smart board, overhead projector, and other standard or instructor-prepared instructional aides
- Maintain liaison with the FAA, local airports, training programs and industry Stakeholders.
- Participate in demonstrations, extra-curricular activities, community awareness/education programs, parades, recruiting events and other activities to further the program and school
- Attend conferences, workshops, training programs, etc. to maintain currency/certifications
- Supervises all students assigned in instructional activities
- Meet and instruct assigned classes in the locations and at the times designated
- Plans and develops curricula with CTE curricula coordinator to meet competency requirements for the occupational/academic areas
- Develops and adapts instructional materials and experiences to meet individual

student needs, aptitudes and interests

- Assesses and records student accomplishments on a regular basis through an approved grading system
- Maintains accurate attendance records on students and follows school procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences
- Evaluates and recommends instructional aide, textbooks and equipment
- Creates, attends and participates in whole school, grade level, departmental and team meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- As part of the program evaluation process, maintains a Program Improvement Plan
- Orders, requisitions, retains, maintain, and secures all equipment as approved by administration
- Plan, promote and collaborates stakeholders, parents and community event at least once a semester
- Works in collaboration with the Tech Coordinator to ensure proper utilization and maintenance of all equipment and resources
- Performs other duties and responsibilities as assigned by Principal or designee
- Maintains an open line of communication with Administration, Tech Coordinator and members of assigned team(s)
- Ensures student participation in Career and Student-Led Organizational events.
- Works in cooperation with CTE Curriculum Coordinator to ensure consistent delivery of materials and to ensure software and other necessary resources are current Chicago Board of Education

QUALIFICATIONS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Proficient in the areas mentioned under Essential Functions and under Education/Experience
- Must put the interests of students first and set high expectations and demand high quality performance

EDUCATION AND EXPERIENCE

Must possess the following qualifications:

- Bachelor's degree from an accredited college or university AND two thousand (2,000+) hours of department-approved, aviation related work experience, OR;
- 4,000 hours of department-approved, aviation related work experience
- Complete CTE Instructor requirements as directed by the Indiana Department of Education: Must possess a valid Indiana teaching license; or Workplace Specialist License or be able to qualify for a Workplace Specialist License.

CERTIFICATION

Valid Indiana Teaching License or Workplace Specialist License.

PHYSICAL DEMANDS

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

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.

- Work is routinely performed in a typical interior/school environment
- Very limited or no exposure to physical risk

METHOD OF APPLICATION

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

**Gary Community School
Corporation Click on
"Employment"
www.garycsc.k12.in.us
Human Resources
900 Gerry Street
Gary, IN 46406**

EQUAL OPPORTUNITY EMPLOYER