

Wayne County Schools Job Description

Position: Aviation Maintenance Technology Teacher

Evaluated by: Principal/Assistant Principal

Job Description: The High School Aviation Maintenance Teacher is assigned to deliver a comprehensive Aviation Maintenance program in accordance with state law and West Virginia Board of Education and county policies and regulations.

Qualifications: Holds or qualifies for a West Virginia Professional Teaching License for Vocational Aviation Maintenance Technology at the grade levels applicable to this assignment (9-12). Current Airframe and Power plant license preferred. 6+ years of working as an AMT technician preferred. Pilots License preferred. Significant aircraft experience on a large variety of aircraft preferred. Computer literacy including Microsoft Office and aircraft maintenance software.

Length of Employment: 200 Day Contract

Responsibilities: The Aviation Maintenance Teacher shall have the following responsibilities:

A teacher in the Manufacturing Cluster must perform many duties to facilitate a successful program. It is the responsibility of the teacher to organize and conduct an instructional program that will:

- A. Improve the quality of Aviation Maintenance Technology education instruction, counseling, management, and leadership to produce success for all students;
- B. Use strategies for integrating academic and Aviation Maintenance;
- C. Contribute to the educational objectives of the public-school system by providing information to Aviation Maintenance Technology students about career pathways as a guide to achieving necessary skills for continued education and employment;
- D. Provide students with educational and equitable experiences leading to career preparation, continued education, and employment;
- E. Enhance youth leadership as an integral part of instruction;
- F. Provide students with the knowledge and skills necessary to compete in a global economy;
- and
- G. Inform students about Aviation Maintenance as a career.

In order to accomplish these responsibilities, the teacher will perform the following activities during and after school hours.

1. Instructional Program

The teacher will conduct an instructional program according to the State Board of Education rules as they relate to the full scope of the program being conducted. The basic curriculum for each course shall be adhered to and:

- A. Lesson plans prepared, in conformity with school county policy, for all courses offered;
- B. Instructional materials and instructional methods used to make teaching and learning effective; and
- C. Basic skills and abilities of students developed in the school laboratory.

2. SkillsUSA/Leadership Development

SkillsUSA is an integral part of the instructional program. All Aviation Maintenance Technology

departments are expected be active in SkillsUSA. It is the duty of the teacher to serve as advisor. It is necessary that the teacher spend time in planning and conducting leadership, citizenship, and cooperative activities for students at the district, area, state, and national levels.

3. Supervised Aviation Technology experiences for all students who receive instruction. This will include, but not limited to:

- A. Assisting students in selecting a program that fits their interests and abilities;
- B. Maintain records; all students in Aviation Maintenance Technology should maintain records;
- C. Locating training stations for students placed in a Work Based Learning experience, if the program is offered;
- D. Coordinating instructional program with training experiences at the training station if the Work Based Learning program is offered;
- E. Making supervisory visits during school year.

4. Adult Community Involvement

Plan and conduct an organized program of instruction and/or community involvement with adults. Most of this instruction will be given after school, at night and during the summer.

5. Records and Reports

Prepare and submit rosters, entries, registrations, etc. required by the local, district, area, state, and office promptly, and keep an accurate file copy of all records and reports.

6. Public and Professional Relations

Assume a responsible role in public and professional relations by actively participating in civic, professional, and other community organizations. Also keep the public informed as a part of the public relations program.

7. Professional Improvement

- A. Continue professional growth by holding membership in professional organizations.
- B. Regularly attend and participate in district and area in-service meeting.
- C. Attend summer workshops that are designed to provide professional skills and information.
- D. Dress and conduct themselves in accord with professional standards.

8. Evaluation of Program

Evaluation of the Aviation Maintenance Technology program shall be done on an organized and annual basis. This can be accomplished by:

- A. Developing program goals and objectives that are challenging and reasonably obtainable;
- B. Evaluating outcomes of instruction;
- C. Working with an advisory committee and others in determining improvements needed;
- D. Making changes and adjustments when needed; and
- E. Using the Aviation Maintenance Technology Program Evaluation form.

9. Maintain Facilities and Equipment

Maintain facilities and equipment through the following activities:

- A. Proper arrangement of classroom, shop, and laboratory;
- B. Planning for and maintaining visual aids and references;
- C. Ordering new equipment and supplies;
- D. Coordinating the maintenance and repair of tools and equipment;
- E. Establish and monitor school procedures for keeping classroom, shop, laboratory, and office neat and attractive at all times;
- F. Shop and laboratory safety is taught and observed at all times. Safety items are available for student use and safety features have been installed and in working order on equipment; and
- G. An annual inventory is taken of all tools, equipment, and supplies; and a copy given to the appropriate administrators.

10. Guidance

The teacher has a definite responsibility for providing information to students about career pathways as a guide to achieving necessary skills for continued education and employment. This may be done in cooperation with the guidance counselor.

11. Cooperative Activities

As a member of the local school faculty, the agricultural science teacher is expected to cooperate fully with local administrators and keep them informed about the program. The teacher is also expected to work closely with local and county agricultural organizations/agencies.

12. Off- Campus Supervision of Students

Supervise students at all off-campus activities such as conventions, contests, workshops, field trips, etc., associated with the Aviation Maintenance Technology program and SkillsUSA.

13. Professional Ethics

Maintain professional and personal ethics in dealing with students, parents, community leaders, etc. You are a person of influence in the community.