Aviation Academy/Airport Manager

Department: Career & Technology Education  
FLSA: ☑Exempt ☐Non-Exempt  
Reports To: Director CTE  
Board Approved Date: January 20, 2015  
Job Code: 1749  
Salary Schedule: MGMT 8A  
Work Days: 245  
Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for developing, planning, organizing, providing, and coordinating activities related to the Tampa Bay regional aviation academies (Pasco, Pinellas and Hillsborough Schools) including but not limited to airport management, flight training, and other similar activities. This includes developing course content, preparing schedules, overseeing internships, mentoring students and ensuring the course standards, training requirements, and objectives are met by each student in each academy.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Coordinate development and promotion of the District’s aviation and other academies, including marketing, business development, relationship building, grant management and other activities.
2. Identify, develop, document and revise academy courses per standardized course development process.
3. Perform instruction on- and off-site on aviation management fundamentals, safety, inspection, publications, aircraft systems, regulations and other related topics.
4. Serve as an adjunct professor for the aeronautical university.
5. Assist participating school districts in the coordination of internships and associated work schedules for high school students.
6. Work collaboratively with the Hillsborough County Aviation Authority to establish and coordinate the internship program, and facilitate internships for students through relationships with various business entities.
7. Provide course developers with necessary technical information, guidance, images or other multimedia data necessary for computer-based or web-based training development.
8. Write instructional materials to meet objectives, including interactive courseware, instructor and student materials, training aids, handouts for classroom and hands-on training sessions, application exercises, presentation materials, and other training support tools and documentation.
9. Assist with alignment of curriculum, assessment, and instruction to district goals, university goals and state standards.
10. Assist with the preparation and monitoring of all required reports for federal and state reporting.
11. Continuously appraise, evaluate, and make recommendations for change for career and technology programs to provide opportunities for individuals to prepare for gainful employment.
12. Establish and maintain relationships with airports and other businesses to create mutually beneficial partnerships to provide unique opportunities for students.
13. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations in order to provide training consistent with needs.
14. Assist in obtaining state and federal funds for vocational and technical education programs, and monitor related budgets.
15. Analyze data related to career and technical training and use results to improve available programs.
16. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
17. Travel to attend instruction, teach off-site locations, and as required.
18. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- General knowledge of the aviation industry
- Advanced knowledge of principles, practices and procedures of airport management and regulations
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Considerable knowledge of the principles of supervision, organization, and administration
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
DISTRICT SCHOOL BOARD OF PASCO COUNTY
JOB DESCRIPTION

- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

EDUCATION, TRAINING & EXPERIENCE:
- Masters degree in business administration, aeronautics, manufacturing, aviation, or related field
- Extensive experience in a aviation, airport management or other business related environment

CERTIFICATES, LICENSES, & REGISTRATIONS:
- Current and valid FAA Certified Advanced Ground Instructor (AGI) certificate

PREFERRED QUALIFICATIONS:
- Aviation background
- Education background
- Business background

SUPERVISORY RESPONSIBILITY: none

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

| Sedentary Work | Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| Light Work | Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work. |
| Medium Work | Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. |
| Heavy Work | Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| Very Heavy Work | Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

| R Sitting | Resting with the body supported by the buttocks or thighs. |
| F Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| R Walking | Moving about on foot to accomplish tasks, particularly for long distances. |
| S Climbing | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms. |
| S Balancing | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. |
| S Bending | Lowering the body forward from the waist. |
| S Stooping | Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles. |
| S Kneeling | Bending legs at knee to come to a rest on knee or knees. |
| S Crouching | Bending the body downward and forward by bending leg and spine. |
| S Crawling | Moving about on hands and knees or hands and feet. |
| S Twisting | Moving body from the waist using a turning motion. |
| F Reaching | Extending hand(s) and arm(s) in any direction. |
O  Pushing  Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
O  Pulling  Using upper extremities to drag, haul or tug objects in a sustained motion.
O  Lifting  Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R  Finger Dexterity  Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O  Grasping  Applying pressure to an object with the fingers and palm.
S  Feeling  Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
F  Repetitive Motions  Substantial and continuous movements of the wrists, hands, and/or fingers.
R  Talking  Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R  Hearing Acuity  The ability of perceive speech and other environmental sounds at normal loudness levels.
R  Visual Acuity  The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an “X”. Please note that there can be more than one condition.)

- Outdoors  The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
- Indoors  The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
- Indoors and Outdoors  The worker is subject to both environmental conditions. Activities occur inside and outside.
- Cold  The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
- Heat  The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
- Noise  The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- Vibration  The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
- Hazards  The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
- Atmospheric Conditions  The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
- Oils  The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
- Respirator  The worker is required to wear a respirator.
- None  The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- Other

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Must be able to provide own transportation for regional travel. Any tools or equipment that are routinely used in the day to day operations of airport management.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.