POSITION DESCRIPTION

TITLE: Aviation Technology Assistant
LOCATION: Cascadia Technical Academy (CTA)
REPORTS TO: Instructor-Director
DEPARTMENT: Cascadia Technical Academy (CTA)

SUMMARY STATEMENT:
Under the supervision of the program instructor(s) and Program Administrator, the technology assistant is responsible to assist in directing the activities of students in the aviation trade in small and medium sized groups, as well as assist with problem solving.

ESSENTIAL FUNCTIONS:
1. Assist the program instructors in supervising and working with students in the aviation trade as follows:
2. Communicate effectively with students, staff, and the general public.
3. Assist in providing group instruction to students.
4. Assist in establishing and maintaining a positive learning environment.
5. Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
6. Maintain accurate data on student progress.
7. Assist in administering and scoring formal and informal tests.
8. Implement behavioral management strategies using the emphasis and techniques that have been outlined by the teacher.
9. Assist in organizing and preparing a variety of instructional materials.
10. Perform First Aid/CPR when necessary.
11. Attend various training sessions as necessary so as to maintain an up-to-date understanding of the aviation trade.

OTHER RESPONSIBILITIES:
1. Transport students as necessary.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

Vision (66-100%)
Standing (33-66%)
Writing (Up to 33%)
Acceptable Attendance
Lifting Up to 50 lbs. individually (Up to 33%)

Speaking (66-100%)
Sitting (33-66%)
Bending (33-66%)
Reaching (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

Hearing (66-100%)
Walking (33-66%)
Stooping (33-66%)
Squatting (33-66%)
Driving (Up to 33%)

MENTAL DEMANDS REQUIRED:

Confidentiality (66-100%)
Written Communication (Up to 33%)
Reading Documents (66-100%)
Constant Interruptions (66-100%)
Verbal Communication (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, copy machines, all common tools used in the aviation trade, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Basic typing/keyboarding.
2. Minimum of four years of aviation industry specific work experience.
4. Pilot license with 800 hours of flight time, preferred. Prefer to also be a Certified Flight Instructor or military equivalent.
5. Airframe and Powerplant Certification or experience with aircraft maintenance, preferred.
7. Familiarity with FAA regulations.
8. Challenge Course certified facilitator, preferred
9. Prefer prior teaching and/or supervisory experience.
10. Demonstrated ability to work with and relate to high school juniors and seniors.
11. Demonstrated ability to work effectively as a member of an instructional team.
12. Demonstrated ability in positive human relations.
13. Demonstrated organizational ability.
14. Experience and/or training or willingness to take course work to increase knowledge and use of anti-bias, multi-cultural education.
15. Must possess a current First Aid/CPR card, or be able to acquire within 30 days.
16. Willingness to obtain a Type II Driving Certification, preferred.
18. Must be able to be insured through the District's insurance carrier.
19. Demonstrated ability to maintain confidentiality of sensitive information.

Variable  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day

Number of work days per year and number of hours per day may change year-to-year depending upon enrollment in the program.

PSE:  ________________________________  Date:  ________________

District:  ________________________________  Date:  ________________

NEW
Revised Date:  05/14/2018
Classification:  Professional Technicians (PSE)
Class:  Class IV
Display on Web?  Yes

Aviation Technology Assistant