

<b>Job Title:</b>	Adult Ed Aviation Instructor
<b>Supervisor:</b>	Central Campus Administrator   Evening Adult Coordinator
<b>Employment Terms:</b>	Evenings, Monday – Thursday, 2:00 PM – 10:30 PM Friday, 9:15 AM – 5:45 PM
<b>Salary Range:</b>	\$70,000 - \$75,000
<b>Location:</b>	Central Campus 6997 North Glen Harbor Boulevard Glendale, AZ 85307

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Provide instruction to improve student achievement in the Aviation Program
- Establish, provide and maintain an effective learning climate in the Aviation Program
- Demonstrate and differentiate instructional methods for the purpose of providing an effective program that addresses individual student learning needs
- Develop a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Provide a positive learning environment and maintain effective classroom management
- Assess student progress towards objectives, expectations, and/or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Report student enrollment data (e.g. attendance, grade, etc.)
- Manage student behavior in a variety of educational environments by providing a safe and positive learning environment
- Assist students to complete service learning projects, as applicable
- Collaborate with all instructional staff to improve the overall quality of student outcomes and meet mandated requirements
- Actively participate in a variety of professional development activities for the purpose of professional growth in an educational setting
- Establish and maintain a good rapport with community partners and advisory councils

- Perform other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- Teaching experience with adults or high school students preferred
- Working knowledge of appropriate teaching strategies and methods
- Working knowledge of enhanced classroom instruction and delivery of curriculum
- Working knowledge of industry training practices and instructional strategies that support diverse learning needs
- Working knowledge in operating instructional technology and educational related software
- Strong organizational and communication (oral and written) skills
- Skill in establishing and maintaining effective working relations with co-workers, students, management, vendors, general public and other having business with West-MEC

**Preferred Requirements:**

- Ten plus years of teaching experience or related industry experience
- Experience as it relates to FAA Standards and Program
- A valid Airframe and Powerplant License
- Must be able to obtain and maintain an Arizona Driver's License
- Must hold a valid fingerprint clearance card issued by DPS
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 50 pounds
- May be required to travel to perform work functions

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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