

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Director of the Aviation Technology Program

**DEPARTMENT:** Instruction / CTE Rangely Division – Rangely Campus

**REPORTS TO:** Dean of CTE Programming

**SUPERVISES:** Maintenance Manager, AVT Program Coordinator/Asst. Airport Mgr., Airport Manager/Ground Instructor, Chief Flight Instructor/Director of Flight Line

**FLSA:** FACULTY \_\_\_\_\_ APT  X  COACH \_\_\_\_\_

**DOCUMENT STATUS:** New/Date:  8/23/2021  Revision #  1  Date:  9/21/2021

**TRAVEL:** N/A

**SICK LEAVE:**  10 hours per month  **ANNUAL LEAVE:**  15 hours per month

**COLLEGE-WIDE \_\_\_\_\_ CAMPUS:  X  RANGELY \_\_\_\_\_ CRAIG \_\_\_\_\_**

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**GENERAL SUMMARY:**

Direct a comprehensive community college Aviation Technology program including management of a fixed based operation (FBO) with a fleet of 12 aircraft, and supervision of an instructional team. Develop and update curricula to maintain currency; establish vision for the program and implement program development strategies, build academic schedules for aviation courses, develop articulation agreements with senior institutions, and foster positive relationships with existing partners; build networks in the aviation industry, and establish partnerships. Manage financial operations of FBO and general college budget. Teach Aviation Technology courses as assigned by the CTE Dean.

**PRIMARY DUTIES:**

- Become familiar with the community college philosophy and the policies/procedures of CNCC
- Attend all meetings appropriate to the assigned position
- Point of contact for students and faculty when Program Director or Assistant Chief Flight Instructor are flying or teaching
- Ensure program is compliant with CCCS CTE program approval
- Hold and lead program advisory board meetings
- Lead program through FAA Part 141 accreditation – reporting, compliance, contact

- Create and implement enrollment management plans for the program
- Serve as primary advisor for students
- Lead college in creating a marketing and recruiting plan with the Marketing/Recruitment Program
- Manage program general funds, and FBO; and develop annual budget plan
- Manage program budget paperwork and ensure invoices are being paid in a timely manner
- Supervise and conduct performance evaluations for airport manager, maintenance manager, chief flight instructor, and program coordinator
- Manage and mentor student hourly workers as needed
- Creation and maintenance of program course schedules, textbook lists, and program syllabi
- Teach program courses (10-12 credits/term), and assist with flight instruction as needed
- Hire and supervise adjunct instructors as needed
- Conduct annual faculty and exempt staff performance evaluations yearly
- Other duties as assigned by the Aviation Technology Program Director or CTE Dean

**MINIMUM/ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

**1. Education and Training:**

Minimum or Required:

- Bachelor's degree in Aviation or Aviation related field.
- 3 years' experience in aviation industry

Preferred:

- Master's degree in aviation or aviation related field.
- Chief or Assistant Chief Flight Instructor designation
- Advanced and instrument ground instructor
- Air Transport Pilot Rating
- 5 Years of experience in aviation industry
- Teaching experience at secondary and/or post-secondary level

**2. Prior Related Experience:**

- Knowledge and understanding of computers
- Experience working in an office setting
- Customer service training/experience
- Ability to multi-task
- Excellent organizational and communication skills

**3. Licensure/Certification:**

- FAA Certified flight instructor with airplane single and multi-engine land – Instrument Ratings
- FAA Second class (or better) flight physical

**4. Equipment Skills:**

- Computer applications
- General aircraft knowledge
- Flight training devices

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

*Review of applications will begin immediately.*

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing			X			
Walking		X				
Ability to be Mobile				X		
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
<b>Other environmental requirements:</b>						

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_