

City of Chicago Board of Education

**CAREER OPPORTUNITY**

Aviation CTE Instructor & Simulation Laboratory Coordinator

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<b>Position Title:</b>	Aviation Flight CTE Teacher & Sim Lab Coordinator
<b>Payroll/Personnel Type:</b>	10 Month Position
<b>Reports to:</b>	Principal – Air Force Academy High School with collaboration from the Division of Career & Technical Education

**Position Summary:**

The Aviation Teacher will be the primary teacher for students to receive FAA certified level training provided they successfully complete the program. The teacher accomplishes this by providing students with a program of study that teaches required program skills, develops employability skills, and reinforces academic skills through use of rigorous curricula. The Teacher will also handle all responsibilities associated with the High Tech Flight Simulator Laboratory, included program coordination, school-wide integration/collaboration including special events/workshops/classes. The teacher may be required to support our students meeting their required computer science integration requirement.

**Essential Functions:**

- Develops lesson plans and appropriate instructional aides stressing laboratory learning methods
- Demonstrates Science, Technology, Engineering and Mathematics (STEM) concepts using representations such as models, smart board, overhead projector, and other standard or teacher-prepared instructional aides
- Maintain liaison with the FAA, local airports, training programs and industry Stakeholders.
- Participate in demonstrations, extra-curricular activities, community awareness/education programs, parades, recruiting events and other activities to further the program and school
- Attend conferences, workshops, training programs, etc. to maintain currency/certifications
- Supervises all students assigned in instructional activities
- Meet and instruct assigned classes in the locations and at the times designated
- Plans and develops curricula with CTE curricula coordinator to meet competency requirements for the occupational/academic areas
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes and interests
- Assesses and records student accomplishments on a regular basis through an approved grading system
- Maintains accurate attendance records on students and follows school procedures for reporting student attendance
- Teaches and enforces safety policies and practices required by federal and state

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laws, the school district and the department

- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences
- Evaluates and recommends instructional aide, textbooks and equipment
- Creates, attends and participates in whole school, grade level, departmental and team meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- As part of the program evaluation process, maintains a Program Improvement Plan
- Orders, requisitions, retains, maintain, and secures all equipment as approved by administration
- Plan, promote and collaborates stakeholders, parents and community event at least once a semester
- Works in collaboration with the Tech Coordinator to ensure proper utilization and maintenance of all equipment and resources
- Performs other duties and responsibilities as assigned by Principal or designee
- Maintains an open line of communication with Administration, Tech Coordinator and members of assigned team(s)
- Ensures student participation in Career and Student-Led Organizational events.
- Works in cooperation with CTE Curriculum Coordinator to ensure consistent delivery of materials and to ensure software and other necessary resources are current Chicago Board of Education

**Education/Experience:**

Must possess the following qualifications:

- Bachelor's degree (60+ hours college credit) from an accredited college or university AND two thousand (2,000+) hours of department-approved, aviation related work experience, OR;
- No degree and 8 thousand (8,000) hours of department-approved, aviation related work experience
- Complete CTE Instructor requirements as directed by Illinois Department of Education: for selected candidate, certificate will be applied for by Chicago Public Schools

**Knowledge, Skills, and Abilities:**

- Proficient in the areas mentioned under Essential Functions and under Education/Experience
- Must put the interests of students first and set high expectations and demand high quality performance

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 30 pounds of force occasionally, and/or a negligible

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amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body

- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/school environment
- Very limited or no exposure to physical risk

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Human Resources Date

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.

**To Apply:**

Please send all inquiries and/or resumes to:  
CPT Yashika Tippett-Eggleston  
Principal/Academy Superintendent  
Air Force Academy High School  
3630 S. Wells Ave  
Chicago, IL 60609  
yntippett@cps.edu  
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(773) 535-1847 (fax)