| Date | Position # | Position Title  | reports to: |
| --- | --- | --- | --- |
| 5/13/2024 | FF9763 | FT Assistant Professor – Aviation Technology | FA9748 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Technical Careers | Aviation Technology | Pay based on FT Faculty Schedule | 25-1000 | 1 - 9 Month Faculty = 173 Day |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** MAHE | **Non-Bargaining:** [ ]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [x]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| *Lansing Community College’s Technical Careers Division provides over 30 innovative program areas. Our collaborative and flexible team environment works with the local, regional, and national community for the success of every student. We believe in each other and find joy in our work, never stop learning or growing and we are guided by strong character, ethics, and integrity.* ***We make a difference****. Our dedication to diversity, inclusion, and universal access underscores our commitment to fostering an inclusive educational culture. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.*The selected faculty member will be responsible for teaching classes related to the maintenance of aircraft and aircraft systems. The incumbent must possess a working knowledge of numerous areas related to aircraft maintenance such as pneumatics, hydraulics, electronics, aircraft structures and aircraft powerplants. A good knowledge of safety practices is required. Strong communication skills and computer proficiency are a must. This full-time teaching position includes instruction of three to five courses per semester which encompasses all aspects of aircraft systems operation and repair. There is a possibility of teaching nights and weekends, as well as online courses or seminars. The incumbent will be responsible for representing the Aviation Maintenance Program in public forums and interacting with a variety of individuals from the aviation repair industry, manufacturers, educational institutions, vendors, and professional associations. Other primary responsibilities include assisting in course development and improvement; advising students; meeting scheduled office hours; and regular participation on departmental and divisional teams as well as college-wide committees. Additional responsibilities include working effectively with other faculty and staff in a rapidly changing team environment, supporting and contributing to diversity and student success initiatives, and remaining current with teaching methods and the latest developments in the field of aircraft systems repair. A commitment to professional development and learning is needed to stay abreast of the most recent practices in aviation maintenance technology. The successful candidate will enjoy working with diverse populations and be able to connect one-on-one with students. This individual will have good listening skills and the ability to understand the needs of others, be flexible, and will maintain high standards of ethics and integrity. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 15 | 1 | **Planning** – Ensures implementation of established curriculum and provides exceptional support for students in their pursuit of established expectations, developing plans that promote the development of higher-order thinking skills in the instructional process. |
| 40 | 2 | **Instruction** – Provides instruction and assesses learning utilizing varied instructional modes, supports student success by maintaining regular office hours, and mentors and advises students. |
| 10 | 3 | **Professional Growth** – Maintains knowledge of current developments in subject area and incorporates new knowledge into instruction. |
| 10 | 4 | **Curriculum** – Participates in curriculum development and planning and advises students on curriculum, academic programs, employment, career goals and other appropriate matters. |
| 10 | 5 | **Teaching Effectiveness** – Understands and successfully adapts teaching to various learning styles/current technologies present in the classroom**.** |
| 5 | 6 | **Faculty Professional Development** – Demonstrates a continuing engagement with the learning and scholarship of their area of specialization, striving to be on the cutting edge of professional content knowledge and methodology. |
| 5 | 7 | **Support of College Initiatives** – Is fully committed to the mission and values of Lansing Community College and actively participates in College initiatives. |
| 3 | 8 | **General Responsibilities** – Responds to requests of academic area and/or program leaders, department heads, committee chairs, records office, etc. in a timely and thorough manner, consistently meeting instructional schedules and other assignments and commitments in support of the college. |
| 2 | 9 | **Other Duties as Assigned** |
|  | 10 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| **Planning*** Participates in department and academic program and curriculum development activities.
* Plans thoroughly on a daily, weekly, and semester time period to ensure implementation of the established curriculum and provides strong support for students in their pursuit of established expectations.
* Develops and maintains course outlines in coordination with the FAA Part 147 designated Aviation Maintenance Program Director.

**Instruction*** Provides motivation to learn via:
1. thorough planning
2. enthusiasm for subject matter
3. appropriate climate for learning within the classroom
4. relevant and current course content
5. understanding of individual differences and learning styles
* Facilitates and paces instruction to maximize learning
* Utilizes varied instructional delivery modes.
* Assesses learning frequently using various methods, such as:
1. questioning techniques
2. oral and/or written quizzes
3. student presentations
* Provides remedial training as appropriate
* Prepares students adequately to take the FAA oral and practical exams
* May teach evening and weekend courses
* Distributes course syllabi for each course taught to each student which:

a. conveys the goals and outcomes of the courseb. reflects curriculum as stated in the Part 147 Manualc. establishes and communicates challenging expectations for studentsd. explains the relationship of those expectations to the grading and assessment process**General Responsibilities*** Advises students on curriculum, academic programs, employment and career goals, and other matters as appropriate.
* Treats all members of the college community with dignity and respect.
* Works through established channels to resolve problems.
* Participates in academic area and/or program planning and improvement activities as requested.
* Attends Commencement.
* Attends and participates in academic area and/or program and department meetings.
* Learns and complies with all college policies.
* Upholds and enforces the student code of conduct.

**Professional Growth*** Maintains a current knowledge in subject area(s) of instruction.
* Incorporates new knowledge in the planning and instruction process.
* Participates in professional development activities
* When appropriate, maintains ties with professional organizations.

**Teaching Effectiveness** * Places the primary emphasis on student learning in the design, delivery, and evaluation/assessment of courses.
* Understands and successfully uses learning technology, as needed, both in class and as a tool for distance learning.
* Fosters higher-level learning with an emphasis on analysis, problem solving and critical thinking.
* Promotes student demonstration of learning through a variety of assessments that may include exams, discussions, debates, presentations, simulations, and/or debriefings.
* Is accessible to students both in and out of the classroom and/or formal office hours and strives to help students be successful.
* Demonstrates respect, care, and empathy for students.

**Professional Qualities and Abilities** * Serves as a role model of good written and oral communication skills and good organizational and time management skills.
* Possesses a positive attitude; able to see good in self and others.
* Demonstrates commitment to be a productive and supportive member of the college community.
* Ability to work effectively with a diverse population of students and colleagues.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** High School Diploma/GED or higher
* Current, valid FAA Airframe Repairman and Powerplant Repairman (A&P) certifications
* Two (2) years’ relevant industry work experience, i.e., as a certified (FAA) aircraft maintenance technician (military aviation maintenance experience is accepted).

**Preferred*** Associates Degree in related/relevant field
* Teaching experience in aviation maintenance or related fields
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Anthony Kruckeberg **Supervisor’s Signature:** \_\_\_Anthony Kruckeberg\_\_\_\_\_ **Date:** \_\_4/30/2024\_\_\_

**Dean/ELT’s Name:** Shon’ta Dwyer **Dean/ELT’s Signature:** \_\_\_\_ **Date:** \_\_5/1/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_ **Date:** \_\_5/3/2024\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FF9763 **Date:** **5/3/2024 Supervisor’s Position #:** FA9748

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[ ]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[x]  Weather (rain, snow, wind)

[x]  Extreme cold (inside, outside)

[x]  Extreme heat (inside, outside)

[x]  Confined/restricted spaces

[x]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[x]  Vibrations

[x]  Extreme noises