

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

AEROSPACE TRAINING DIRECTOR (management)

CMS Salary Range 33

BASIC FUNCTION:

Under the direction of the Dean of Technical Education, the Director coordinates schedule, evaluates and directs training efforts under the Responsive Training Fund Grant. The Director develops the schedule of classes, groups students into appropriate cohorts, coordinates testing with SpaceTEC, coordinates use of AVC composites laboratory, assists with ordering of materials, monitors budgets, prepares draft quarterly reports, develops survey instruments, identifies potential part-time instructors, coordinates efforts with corporate personnel, and other duties pertinent to the tasks outlined in the grant.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Analyze employee work schedules to coordinate training schedules around work schedules and AVC class schedules as necessary. (E)
Develop purchase requests for necessary instructional supplies in a timely manner. (E)
Assign students to appropriate sections of classes based on their assessment results. (E)
Coordinate assessment testing and SpaceTEC certification testing with Certified Examiners and participating employees. (E)
Assess effectiveness of training delivery and recommending improvement to the process.
Maintain proper training records.
Coordinate training records with instructors and the Admissions and Records Office. (E)
Schedule and coordination of educational counseling meetings with employees. (E)
Draft all reports required for grant accountability. (E)
Perform other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree and two years of experience in project or grant management or an associate degree and six years of experience in project or grant management.

DESIRABLE QUALIFICATIONS:

Experience in the aerospace industry as a mechanic, technician, or project manager.
Experience as a liaison between educational institutions and corporations.
Experience in managing contract education.

KNOWLEDGE OF:

Organization, policies and procedures of assigned area.
Training record management.
Oral and written communication skills.
Certification testing procedures.
Public relations techniques.

ABILITY TO:

Manage large, multi-faceted projects.
Work effectively with faculty, college staff and administration, and corporate management and employees.
Scheduling classes and maintaining appropriate deadlines.
Analyze assessment test results to group employees around common educational needs.
Manage project within the constraints of the grant guidelines.
Prepare quarterly accountability reports.

CONTACTS:

Co-workers, students, other departmental personnel, corporate managers and employees, vendors, contractors, and the general public

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist kneeling or crouching to retrieve and maintain files

Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment

WORKING CONDITIONS:

Normal office environment, subject to interruption