



Hancock County Career Center (HC3)
2110 West 300 North
Greenfield, IN 46140

AVIATION MANAGEMENT INSTRUCTOR

CTE POSITION: Aviation Management Instructor

LOCATION: Hancock County Career Center, 2110 W 300 North, Greenfield, IN 46140

CLASSIFICATION: Adjunct Contract or Certified

EMPLOYMENT TYPE: Full-Day

START DATE: August 3, 2026

SALARY: Based on Experience

JOB DESCRIPTION:

Mt. Vernon High School is looking for a team-oriented, enthusiastic professional educator with the ability to connect and build positive relationships with students, while providing an enriching, productive learning environment in a block schedule format. You will need to provide quality and engaging instruction; provide timely and meaningful feedback to students regarding the mastery of course and program learning outcomes; engage students in support of the curriculum and co-curriculum; and participate meaningfully in student retention and completion initiatives. This is a full-time position. Instruct students in Aviation Management in a 3-hour session. Typically, grades 10, 11, and 12. The program consists of classroom and lab experience. A successful candidate will provide students with the knowledge and skills necessary to transition into a post-secondary program. Prior experience and abilities to create a positive and effective classroom environment in an effort to successfully support students' completion of dual credits.

ESSENTIAL FUNCTIONS:

INSTRUCTION

- Flexibility and the ability to address situations as they arise.
- Develop and maintain curriculum and supporting course materials in keeping with and furtherance of course objectives and program learning outcomes.
- Maintain student records, attendance, grades, and other documentation as required. Manage a classroom environment conducive to student learning and in adherence to federal, state, and college safety standards and practices.
- Monitor and document student performance throughout the semester, including use of technology for academic advising alerts; provide necessary interventions to include communication with students, tutoring and other academic supports, and referrals to appropriate college resources.
- Facilitate student achievement of expected program learning outcomes.
- Use Learning Management System (e.g., Canvas) to facilitate teaching, learning, assessment, and communication.

RETENTION AND STUDENT SUCCESS

- Provide academic-related coaching and academic monitoring to assigned student advisors in partnership with professional academic advising staff.

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Phone: 317-485-3131

Fax: 317-485-3154

Web: www.mvhs.mvsc.k12.in.us



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- Maintain posted office hours and student engagement hours in accordance with campus expectations and the faculty loading policy in the Academic Support and Operations Manual (ASOM 7.2).
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests, and assignments.
- Use effective classroom and shop management skills and practices to conduct daily classroom activities for junior and senior students in a multi-period format.
- Maintain a safe and orderly classroom environment.
- Form and work with an advisory committee for the Aviation Management program.
- Note: Employment is year-to-year and based on having substantial enrollment.

PROFESSIONAL DEVELOPMENT

- Participate in professional development activities that may include scheduled training, time spent onsite in related business and industries, and self-study to advance instructional and technical skills as well as current knowledge within the field of study.
- Participate in scholarly activities related to the discipline/focus, in fulfillment of annual performance plans, and as required for certification and licensure.
- Stay current in contemporary pedagogy, digital technology, and other technology related to teaching that best supports student learning.

COMMUNITY RELATIONS AND BUSINESS OUTREACH

- Participate in community service activities on behalf of the college to advance the college's relationships within its service area as appropriate for the department/division/college.
- Develop community/industry/business contacts to advance college relationships within the service area as appropriate in the department and division.
- Ability to develop rapport and demonstrate professionalism with high school students, parents, staff, and the community.

JOB QUALIFICATIONS:

- Valid Teaching License in **Aviation Management** –or- 5000 clock hours (2.5 years) in the past five years in the aviation industry, and the ability to obtain a **Workplace Specialist License**.
- Must possess a valid Indiana CTE: Traditional & Industrial Training 5-12 standard teaching license, Workplace Specialist.
- Ability to qualify for dual-credit instructor credentials preferred.
- Strong written, verbal, and technical skills.
- Must have a strong working knowledge of current technologies appropriate to the area of instruction, faculty credentials as outlined in the ASOM 7.1, as applicable to the specific area of instruction.
- The above list of duties is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned.
- Bachelor's Degree preferred. Possess and maintain current professional certifications and/or licenses appropriate to teach assigned courses and dual credit offerings.

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CONTACT INFORMATION:

Name: Stan Wilkison

Phone: 317-485-3131

Email: stan.wilkison@mvcsc.k12.in.us

Address: 2110 W 300 North, Greenfield, IN 46140

APPLYING FOR THE POSITION:

- Please apply at the [MVCSC Employment Portal](#)

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