

**WEST MICHIGAN AVIATION ACADEMY**  
*A National Leader in Preparing Tomorrow's Aviators*

**SEEKING A PASSIONATE AVIATOR TO LEAD AS  
DEAN OF AVIATION**

**ORGANIZATION OVERVIEW:** West Michigan Aviation Academy is a regional, tuition-free public charter high school, founded in 2010 to provide a rigorous educational program through an aviation focus. We aim to provide an innovative, professional, and welcoming environment that inspires growth and ignites a passion for lifelong learning. We hold to the values of empathy, professionalism, respect, responsibility, and self-motivation. Students are drawn to WMAA for its aviation, engineering, and STEM program as well as its smaller size and dedicated staff.

**SCOPE OF RESPONSIBILITY:** The Dean of Aviation is a key leadership position at West Michigan Aviation Academy. S/he shall provide management oversight for all aspects of aviation at WMAA; responsibilities shall extend to all aviation activities, including aviation curriculum oversight and execution; management of department personnel; flight operations, safety, culture and execution; support of all student aviation-related clubs and activities; State of Michigan Career & Technical Education (CTE) compliance; and any other duties that may be assigned by the CEO. While the Dean of Aviation holds authority to delegate these duties to qualified team members, ultimate responsibility and accountability fall to the Dean.

**POTENTIAL PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Recommend, for Board adoption, aviation curricula, courses and textbooks that articulate across grade levels
2. Collaborate with school leadership to develop curriculum and character education components to ensure compliance with state, federal, and Board standards
3. Ensure the effectiveness of the aviation curriculum and instructional program by measuring student achievement against state and local standards. Initiate program changes as necessary.
4. Keep professionally current and informed on research-based educational practices
5. Assist the CEO in the completion of annual state and school-level reporting

Personnel Administration

1. Implement sound personnel practices to direct, supervise, and mentor staff
2. Develop recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions
3. Ensure aviation staff are observed and evaluated annually in accordance with law and established procedures
4. Recommend certified and noncertified employees for contract renewal or termination
5. Ensure all aviation teaching staff fulfill continuing professional development and receive in-service training required by state/federal laws
6. Assume responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports

## Student, School, & Community Relations

1. Implement Board policies and best practices regarding school safety, student conduct, and discipline
2. Confer with students, parents, faculty, and support staff regarding educational and behavioral issues at school
3. Identify and pursue available community resources and aviation agencies
4. Ensure WMAA interests are represented in meetings and activities of municipal and other governmental agencies
5. Represent WMAA and its interests in community organizations, activities, and projects
6. In conjunction with the Development Office, seek out available sources for grant funding to support programs and projects
7. Respond to common inquiries or complaints from parents, regulatory agencies, or members of the business community
8. Present information effectively to WMAA Board and CTE Advisory Committee

### **Qualified Applicants have:**

- Bachelor's Degree
- Demonstrated passion for aviation
- Work experience within the aviation industry
- Leadership ability to establish and maintain effective relationships with students, faculty, staff, volunteers, peers, parents and community partnerships
- Desire to inspire young people
- Required criminal history background check

### **Desired Applicants have:**

- Teacher certification and/or education experience
- Minimum of 4-6 years of professional aviation related experience
- Master's degree
- State of Michigan Career & Technical Education (CTE) Certification or willingness to obtain within two years of employment
- FAA Certified Flight Instructor (CFI) Rating and/or FAA Certified Ground Instructor

**REPORTS TO:** Chief Executive Officer (CEO)

Interested applicants should send curriculum vitae or resume to  
Patrick J. Cwayna, CEO  
careers@westmichiganaviation.org.