Facilities and Campus Improvement

George T. Baker Aviation Technical College
3275 NW 42nd Avenue, Miami Fl 33142

George T. Baker Aviation Techncial College
(Extension Campus)
13125 SW 72nd Street, Miami , Fl 33183
www.bakeraviationtechcollege.com

Federal Aviation Administration

George T. Baker Aviation Technical College

Administrative Staff

Alissa Tapia, Director

Joseph Evans, Associate Director and Accreditation Liaison Officer

Janice Sosa, Assistant Director

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Support Staff

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Vivian Garcia, Counselor

Sophia Sanchez, Media Specialist

Cassandra G. Whitehead, Office Manager

Esther Flor, Financial Aid Officer

Leslie Fuentes, Financial Aid Officer

Pedro Garcia, Head Custodian

Department Chairs

James C. Rosa, General

Patrick J. Heron, Aviation Powerplant Mechanics

Ricardo Flores, Aviation Airframe Mechanics

Howard Carter, Avionics Systems Technician

Mission

The mission of George T. Baker Aviation Technical College is to provide training to persons interested in aviation maintenance, electronics, and avionics to become an integral part of industry. To accomplish this mission, the school must enhance the curriculum, utilize industry resources, encourage students to obtain their Federal Aviation Administration certificates or Federal Communications Commission license, and place students in jobs that are related to their training. The academic and technical expectations established by the instructional staff and the strong educational leadership provided by the director make it possible for the school to accomplish this mission.

Vision

The vision for George T. Baker Aviation Technical College is to provide occupational training to persons interested in aviation maintenance, electronics, and avionics; and for all students to become program completers, possess an Airframe and Powerplant certificate or a Federal Communications Commission license, obtain employment upon completion of a program, and become technologically proficient.

Core Values

The staff and community at George T. Baker Aviation Technical College firmly believe that all students are capable of learning. We, therefore, are committed to developing each student's academic, social, physical, ethical, and emotional potential in a safe and nurturing environment, thereby creating lifelong learners and productive citizens prepared to enter a global workforce. The staff and community at George T. Baker Aviation Technical College are dedicated to creating a school climate that is safe and provides the most modern instructional materials. The staff and community at George T. Baker Aviation Technical College are dedicated to creating a positive, cooperative working relationship between the administration, faculty, staff, parents, and the community who will work together in support of a program of excellence for all our students.

Campus Information

George T. Baker Aviation Technical College (Baker Aviation) is located at 3275 Northwest 42 Avenue, Miami, Florida, adjacent to the Miami International Airport. The school is a public, tax- supported specialized technical educational facility whose mission supports the aviation maintenance industry. Authorized by the Florida Department of Education (FLDOE) and operated by Miami-Dade County Public Schools (M-DCPS). This distinctive school is certificated by the Federal Aviation Administration (FAA) under part 147 of the Federal Aviation Regulations (FAR) and accredited by the Council on Occupational Education (COE) as well as the National Center for Aerospace Technology & Transportation (NCATT).

Originally built by National Airlines in 1946 the facility was used as an aircraft maintenance and overhaul site. In 1958, the President of National Airlines, George T. Baker, had a vision to establish an aviation maintenance mecca in the Miami area. With this vision in mind, Mr. Baker deeded the National Airlines headquarters and maintenance facility to M-DCPS with the stipulation that the property be converted into an aviation maintenance school. An additional building was erected in 1980, which houses a media center, classrooms, and offices. George T. Baker Aviation Technical College is a single campus school. In 2009, Building 5 was completed which includes a welding shop, sheet metal shop, avionics shop, as well as classroom space. There are also three portable classrooms on campus to accommodate overflow students from the main building during peak enrollment periods.

The director is responsible for maintaining a clean and safe environment to meet the needs of students, faculty, and staff. In addition to the services provided by the District, the school employs a full-time custodial staff to provide daily maintenance. The custodial staff focuses on cleaning the facilities, equipment, and grounds. The M-DCPS Custodial Handbook outlines each custodian's area of responsibility. George T. Baker Aviation Technical College, as a tax-supported Florida public school institution complies with the Florida Department of Education’s 2014 State requirements for Educational Facilities document.

Operation and Maintenance of Facility Strategies and Objectives

The Strategies and Objectives for Facility and Campus Improvement Plan is to designate and differentiate the school-site and District responsibilities for the upkeep of the George T. Baker Aviation Technical College campus. At a minimum, this plan will be reviewed annually. Revisions will occur as required to maintain compliance with all State and Federal code requirements. The school-site custodial staff accomplishes daily maintenance and cleaning service. The District oversees all structure and zoning facilities issues.

Equipment and Supplies

Cleaning supplies and equipment are ordered by the head custodian utilizing the District's Supply and Distribution system (S&D). A school purchase order (PO) will be used if the S&D system does not stock the required item. The PO is submitted, via normal channels, to the Director for approval. Spare parts and replacement items for other building equipment required by the zone mechanic will be acquired through District's maintenance departments.

Personnel

George T. Baker Aviation Technical College employs a head custodian who supervises the total custodial needs of Baker Aviation. It is the head custodian who orders all cleaning supplies that are used in the day-to-day upkeep of the school. It is his job to supervise and maintain a clean environment. He Is also the person who assigns cleaning duties to all the custodial staff. The school has a lead custodian who supervises the evening custodial staff. George T. Baker Aviation Technical College also employs two full time custodians.

Responsibilities of Head Custodian:

1. Available on call 24 hours, 7 days a week
2. Opens the school in the morning
3. Supervises the day custodial staff
4. Cleans his assigned areas
5. Performs minor repairs as needed
6. When repairs to facility are necessary, completes a work order request
7. Coordinates with the zone mechanic for repair of facilities beyond the day-to-day upkeep
8. Coordinates with the regional maintenance department work order schedules
9. Communicate with the director in respect to facilities upkeep

Responsibilities of Lead Custodian:

1. Coordinate with head custodian the needs of the school
2. Supervises the evening custodial staff
3. Cleans his assigned areas
4. Closes the school

Responsibilities of Custodial Staff:

1. Perform all duties of job
2. Keep assigned areas clean
3. Discuss any areas needing attention with custodial supervisor

Operation, Maintenance, and Improvement

When maintenance services are beyond the scope of the school's custodial staff, the head custodian initiates a work order request. Through a work order request system, the district maintenance department provides technical building maintenance services. It is also the responsibility of the district maintenance department to ensure that all state laws and federal codes are adhered to always.

The district provides each school with a team of maintenance personnel who are responsible for the performance of preventative maintenance tasks, initial troubleshooting, and selective school maintenance. The maintenance supervisor maintains contact with the director on matters related to facility operations, status of work orders, preventative maintenance programs, and requirements for support services.

The school must initiate a work order request to obtain services, which is then forwarded to the maintenance supervisor. The school receives a monthly School Request Status Report that provides a listing of all work orders with a status description for each request. The district maintenance department provides responsibility for the following areas:

Planning and Zoning	All school-site planning needs are implemented through the M-DCPS Site Planning and Government Liaison Department.
Plumbing and Sanitation	Sanitation facilities follow the building appropriate codes. Service includes the installation and repair of pipe, pipe fittings, valves, plumbing equipment, pressure tests, etc.
Heating and Ventilation	All heating, ventilating, and air conditioning equipment is maintained and meets standards for existing educational facilities. New air ducts (ventilation and return) have been installed throughout the building to increase ventilation and update the system to the current fire code.

Electricity and Gas	The electrical service at the school must comply with existing educational facilities codes. The code requirement states that electrical wiring shall be in accordance with the National Electrical Code 1981.
Water Supply	The water supply and drinking fountains must follow appropriate codes.
Sewage and Waste Disposal	The Miami-Dade Department of Health and Rehabilitative Service is responsible for sewage disposal. Sewage disposal is connected to an approved off-site system and is monitored for compliance with appropriate codes.
Elevators	The elevator system is inspected and certified annually.
Asbestos	Asbestos was removed from the main building during past renovations and any asbestos left in the building is encapsulated and will be inspected annually by the Department of Asbestos Management.

District Maintenance

The district maintenance department provides a wide variety of services to George T. Baker Aviation Technical College on an as needed basis. Many trades support the school in conjunction with administrative employees who work pro-actively and cooperatively with school-site personnel to maintain the school. The Operation and Maintenance Facility Plan published by the Miami-Dade County Public Schools Operations Department is available to the public and is evaluated and revised on a regular basis.

Ensuring an Adequate, Safe, and Clean Facility

Employees are informed of safety policies and procedures at faculty meetings as well as the Faculty Handbook. Students are notified of procedures and safety precautions by their teachers and the Student Handbook. The policies and procedures are reviewed and evaluated annually by administrators, department heads, and the Safety Committee. The District also provides the school with numerous documents outlining policies and procedures to provide a safe, clean, and orderly environment for students and staff. These include but are not limited to: Safe Learning Environment Manual, Emergency Management Procedures Manual, Integrated Pest Management Manual, Asbestos Management Plan, Drug Free Workplace Technical Guide, Office of Risk and Benefits Management Manual.

Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational

programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, and national origin, including actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, and national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against qualified students with disabilities.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, color, sex, gender, national origin, religion, marital status, or disability in public education.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, pregnancy, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 as a patriotic society.

Veterans are provided re-employment rights in accordance with 38 U.S.C. § 4312 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and discrimination against students, employees, or applicants on the basis of age, citizenship status, color, disability, ethnic or national origin, FMLA, gender, gender identity, genetic information, linguistic preference, marital status, political beliefs, pregnancy, race, religion, sexual harassment, sexual orientation, social and family background, and any other legally prohibited basis. Retaliation for engaging in a protected civil rights activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Office for Civil Rights or:

Office of Civil Rights Compliance (CRC)

District Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E

Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: https://hrdadeschools.net/civilrights