Media Plan
2025-2026

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

Alvaro Chozo, Business Manager

Support Staff

Leticia L. Figueroa, Counselor

Vivian Garcia, Counselor

Sophia Sanchez, Media Specialist

Cassandra G. Whitehead, Office Manager

Esther Flor, Financial Aid Officer

Leslie Fuentes, Financial Aid Officer

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.

Scope and Availability

The media center provides a wide variety of services to students and staff at George T. Baker Aviation Technical College. The center is open daily from 7:00 A.M. to 10:00 P.M. from Monday through Friday. The media center is available for individuals, small groups, or classes. In addition to a variety of specialized collections, the center provides the following services:

1. In-service workshops for instructors
2. Specialized production services to support instructional programs.
3. Video catalog that is updated annually and posted on the computer network.
4. Computer technology with Internet access for student use.
5. Instructional and audio-visual equipment are issued to instructors.
6. Professional library.

Policy: Instructors may reserve the Media Center on the designated Media Center Calendar for a maximum of 10 consecutive days to facilitate instructional delivery. (Policy effective: November 2022)

We have an alternate computer lab located in room 135. The same policy applies to the reservation of the room.

George T. Baker Aviation Technical College (Extension Campus)

The media center at George T. Baker Aviation Technical College (Extension Campus) has a collection of audiovisual materials and reference books related to the vocational programs offered at the school. Reference books and periodicals are available for currently enrolled students. Students may also use the computers in the media center before class (4:00 pm - 5:00 pm). Students may only use the medica center during class time with the approval of the instructor. Laptop computers are available in the classroom as well as in the shop with instructor approval. Students may also bring their own electronic devices.

Current and Relevant Educational Materials

The media center houses a variety of collections that include reference, leisure, and technical manuals; video; and periodicals. A small amount of microfilm and microfiche material is kept for training purposes but is no longer maintained as a research resource. The resource inventory includes the following:

Volumes in Reading Collection	2582
Videos	2,500+
Periodicals	53

George T. Baker Aviation Technical College multi-media equipment includes:

Radios	4
Computer Systems	300+
Overhead Projectors	5
Document Presenter Projectors	10
Video Projectors	18
Tape Recorders	1
Projection Screens	2
Copy Machine	1
Video Cameras and Recorders	4
Laptops	50+

Media Services support students, faculty, and the objectives of the programs. The circulation system, audio-visual catalog, and software catalog are updated to reflect new material. Instructors are notified when added items are received.

Professional Staff

The media center is staffed with one Media Specialist and two part-time library clerks. The Media Specialist attends the monthly staff meeting, assigns workloads within the department, and initiates all purchase requests for the Media Center; she reports to the assistant director. She also functions as the daytime computer technician for the school.

Roles and Responsibilities

Media Specialist:

1. Plans information skills instruction correlated with subject –area curricula with teachers and shares delivery of instruction.
2. Works with teachers to develop educational objectives, to plan learning experiences, and to identify media appropriate to the instructional design.
3. Evaluates, selects, and orders appropriate library media materials and equipment.
4. Works with other educators to plan and evaluate library media programs and services.
5. Organizes and delivers library media services for the school.
6. Administers the library media center budget.

7. Organizes the collection for easy and quick access and efficient circulation of materials and equipment.
8. Plans for and designs effective use of media facilities, materials, and equipment.
9. Maintains the collection, including materials and equipment; inventories the collection annually.
10. Keeps accurate budget and inventory needs.
11. Assists teachers and students in designing and producing learning materials and supervises the design and production of materials.
12. Plans and implements in-service training for teachers related to media and pedagogy.
13. Assists students and teachers in selection and use of appropriate learning resources.
14. Coordinates district media services in the school.
15. Supervises the clerical staff of the media center.
16. Performs related work as required or as assigned by the supervising administrator.

Media Clerk:

1. Operates a computer to access books, periodicals, and film catalogs; checks the status of student accounts, collects fines, and prepares notices as appropriate; and prepares deposits and recap sheets.
2. Maintains Media Center facilities and resources, including the timely return of materials to the shelves and the orderly arrangement of such materials.
3. Maintains a database of bibliographies, videos, equipment and reserves book, periodicals, and other library materials for instructional personnel.
4. Aids students and staff in locating and/or using library resources, audio-visual equipment, and computers.
5. Repairs damaged books and maintains supplies/materials inventories incidental to the operation of the library media center.
6. Assists with yearly inventory of media materials and equipment and preparation of inventory report.
7. Opens and/or closes the media center as assigned; monitors the work activities and assists students.
8. Maintains electronic records of all daily transactions, attendance statistics, and monthly circulation records.
9. Operates and performs routine maintenance on media center equipment.
10. Produces correspondence, reports and forms related to the Media Center, maintains files and supplies, answers telephone; and responds to routine inquiries from students, staff, and parents.
11. Issues new and replacement school ID cards.
12. Performs related work as required or as assigned.

Orientation

Within the first three weeks of each school year, a Media Center orientation is conducted for students and teachers. A PowerPoint presentation gives an overview of the media center's rules and materials available. Procedures for utilizing the computer network are also covered.

During their first year of aviation mechanics study, students are orientated to specific computer software by the media specialist. Cooperative planning of lessons between the media specialist and the teachers allows pertinent software to be incorporated into the student's education during specific blocks of training. The media specialist assists with the setting up of the computer system used to operate the NIDA system in Avionics. She offers support for instructors when needed.

Facilities

The media center is an 1,850 square-foot facility that can comfortably seat 60 students. The main space is divided into three areas of use. The computer section contains 30 workstations. The second area contains tables and chairs that comfortably hold 30 students. A third small study area provides 8 computer stations for students. Three small adjacent rooms provide storage and office space for the media center.

Budget

The director is responsible for providing an annual media services budget. The media specialist prepares an annual budget proposal to assist the Director in making responsible funding decisions.

The media center is adequately funded to meet the needs of students. A major emphasis has been placed on upgrading technology resources, reading collection, and audio-visual materials. Funding sources include the school's internal funds, annual allocation from the district, and special grants.

Evaluation of Media Services

The media center staff strive to offer quality services and resources. To meet this goal, improvements and evaluation procedures are continuously being developed and implemented. The media center places special emphasis on upgrading the services and resources available to students and staff. The environment is conducive to research and learning. An exit evaluation is taken by students completing a program of study to assess the media center's services. The results of the evaluations are then used to improve the scope of the media center.

Inventory

The media center staff conducts an annual inventory of media resources. A physical check is conducted at the end of the school year, at which time records are updated and reconciled. The Annual Media Center Statistics and Inventory Report provide a summary of media activity for the school year and are submitted to the Library Media Services Department of Miami-Dade County Public School.

The collection inventory utilizes the Follett Circulation computer software system to maintain an inventory of books, films, videos, and software. An equipment inventory is available for all equipment exceeding $1,000 in value. This inventory is coordinated through the administrative office.

Equipment Repair

Audio-visual and computer equipment repair is coordinated through the Media Specialist. Repairs that cannot be made on-site are processed through the M-DCPS Maintenance Department using the Maintenance Support Request Form or sent to an outside vendor.

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