

JOB DESCRIPTION



Position Title: Chief Flight Instructor

Department: Aviation

Employment Category: Administrative Staff

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS17

Position Summary: The Chief Flight Instructor is responsible for serving as the Instructor of Record for all flight training courses, ensuring compliance with Federal Aviation Regulations (FARs) in the training of students and supervision of flight instructors while serving as faculty member and performing instructional duties.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Certifies training records, enrollment certificates, stage and Federal Aviation Administration (FAA) check rides, conducts stage and/or final test given to students; assigns and reports grades for all flight courses

Teaches assigned Professional Flight related courses and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Stays up-to-date on regulatory and procedural changes in the flight training environment; reviews flight training program courses; develops new courses, curriculum, and assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a compliant Professional Pilot program; integrates knowledge of industry trends and professional training to continuously improve program quality

Conducts initial proficiency check of each instructor to be used in a course of instruction; conducts annual recurrent proficiency checks in accordance to FARs; supervises flight training activities, assistant chief instructor, and flight instructors; monitors flight instructor performance and makes recommendations; ensures compliance with FARs

Maintains a cooperative and communicative relationship with FAA representatives; serves on committees as assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

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Bachelor's degree in a related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education, Master's degree preferred

Meet all FAR 141.35 Chief Instructor Qualifications

Current FAA Flight Instructor Airplane Single and Multi-Engine

Current FAA Commercial Pilot Certificate – Airplane Single and Multi-Engine

Current FAA 3rd Class Medical Certificate

Current FAA Flight Instructor – Instrument Airplane

Three years' flight instruction experience in part 141 environment

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the Professional Flight program

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Preferred Qualifications

Current FAA Airline Transport Pilot – Airplane Multi-engine Land

Work Environment: Work is primarily performed under general supervision in a typical classroom, laboratory, hangar, and cockpit or airport runway setting with varied climate conditions. Includes exposure to mechanical, chemical and hazards associated with aircraft operation and flight.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, fine and large motor skills, ability to communicate. May require travel, working evenings and weekends.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Aviation Programs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.