

COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION

POSITION TITLE: Chief Flight Instructor/Director of Flight Line

DEPARTMENT: Instruction / CTE Rangely Division – Rangely Campus

REPORTS TO: Director of the Aviation Technology Program

SUPERVISES: Flight Instructor Faculty

FLSA: FACULTY _____ APT X (12 month) COACH _____

DOCUMENT STATUS: New/Date: _____ Revision # 1 Date: 10/30/2023

TRAVEL: N/A

SALARY: \$75,000.00 / year

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE _____ **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success by preparing students for local and global citizenship, anticipating and responding to the needs of surrounding communities, and contributing to evolving regional economic developments. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, the National Park Service Academy and a Paleontology Plan of Study. We also offer great opportunities for students in our Automotive Technology, Cosmetology, Cybersecurity, Dental Hygiene, and Nursing programs. The college provides AA, AS, and AAS degree programs, along with certificate programs for students to have excellent choices for their career plans.

GENERAL SUMMARY

Works with, and answers to, the Aviation Technology Program Director to ensure CNCC complies with all FAA regulations regarding Part 61 and 141 operations. Must be able to meet all requirements of 14 CFR Part 141.35 (a-e). Serves as Chief Flight Instructor for all flight, as well as instruct Private, Instrument, Commercial, Flight Instructor, Instrument Flight Instructor, Multi-Engine and Tail-wheel students, as well as instruct in Flight Training Devices. Maintains close, daily communications with the Program Director concerning all training operations. Responsible for ensuring the proper care of CNCC aircraft, such as securing, hangaring, and removal of airplanes from the hangars for flight.

PRIMARY DUTIES

- Become familiar with the community college philosophy and the policies/procedures of CNCC.
- Keep informed of current educational trends both in general and in one's own specific field.
- Understand the student group being served and work toward improving students' skills. 4. Meet all scheduled flights and be fully prepared for each flight with students.
- Evaluate students' work in a thorough and equitable manner.
- Keep accurate records and maintain up-to-date files on course policies/syllabi.
- Maintain CNCC Rangely and Denver satellite campus.
- Maintain student flight schedules and work with Program Coordinator in maintenances of flight schedules.
- Attend all meetings appropriate to the assigned position.
- Work with AVT maintenance department on scheduling of fleet maintenance and monitor plane usage. 11. Assist in programmatic needs relating to assessment, curriculum development, course scheduling and program evaluation as needed.
- Serve as an Academic Advisor for Aviation Technology students.
- Certify each student's training record, graduation certificate, stage check and end-of-course test report, recommendation for course completion and application.
- Ensure that each certificated flight instructor and certificated ground instructor passes an initial proficiency check prior to that instructor being assigned instructing duties in the school's approved training course, and thereafter that the instructor passes a recurrent proficiency check every 12 calendar months after the month in which the initial test was accomplished.
- Ensure that each student accomplishes the required stage checks and end-of-course tests in accordance with the school's approved training course.
- Perform other duties as assigned by the Program Director and/or Dean.
- Maintain training techniques, procedures, and standards for the school that are acceptable to the FAA Administrator.
- Ensure compliance with 14 CFR Part 141.93 (Enrollment), 141.95 (Graduation Certificate), and 141.101 (Training Records).
- Ensure all Part 141 records are accurate, complete, and current for FAA Inspection at any time.
- Be available at the school, or if away from the school, be available by telephone, radio, or other electronic means during the time that training is given for an approved training course. If not able to comply, ensure that an Assistant Chief Flight Instructor is designated to cover this duty. 21. Assist in renewal of the Part 141 Operating Certificate.
- Schedule, post, and meet five (5) office hours each week.
- Attend all meetings and trainings appropriate to the assigned position.
- Actively serve on College committees as appropriate and necessary.

MINIMUM/ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

- Associate Degree from College or University

- Commercial Pilot Certificate with Airplane Single and Multi-Engine Instrument Airplane Ratings
- Flight Instructor, with Instrument Single and Multi-Engine Land Ratings: FAA
- Eligible for Colorado Career and Technical Education credential.
- PIC: 1000h
- Flight Training Experience: 500h and 1.5 years or 750h
- Instrument Flight Instructor Experience: 125h and 1 year or 200h

2. Equipment Skills:

- Various Aircraft
- Flight Training Devices
- A/C Tug – Tow some A/C
- Standing and Cranking up door support
- Computer/Printer
- Various machines related to aviation

3. Other Qualifications:

- Desire-2-Learn learning management system

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume, and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey

at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			x			
Walking			X			
Ability to be Mobile					x	
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)			x			
Twisting (knees/waist/neck)			x			
Turn/Pivot				x		
Climbing		x				
Balancing			x			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				x		
Pushing/Pulling						
1 - 10 lbs.					x	
11 - 20 lbs.					x	
21 - 35 lbs.				x		
36 - 50 lbs.			x			

51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone			X			
Hearing in Person					X	
Hearing on Telephone			X			
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			Lab related activities
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				

Other environmental requirements:						
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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____