

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**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 #  2  Date:  9/22/2021

**TRAVEL:** N/A

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

**COLLEGE-WIDE** \_\_\_\_\_ **CAMPUS:**  X  **RANGELY** \_\_\_\_\_ **CRAIG** \_\_\_\_\_

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. 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 various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree 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, hanging, 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 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 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				

<b>Lifting/Carrying</b>						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone			X			
Hearing in Person					X	
Hearing on Telephone			X			
Vision for close work					X	
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
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				
<b>Other environmental requirements:</b>						

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.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_