

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Senior Flight Instructor

DEPARTMENT: Instruction

REPORTS TO: Aviation Technology Program Director

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 4/1/17 Revision # 2 Date: 8-12-19

TRAVEL: N/A

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 16 hours per year (from sick leave)

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

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. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY

Teach courses as assigned by the Program Director to include both didactic courses and flight instruction. Develop course syllabi and select course materials. Assist in student recruitment and program enhancement. Maintain office hours, attend departmental meetings, and advise and mentor students in the Aviation Technology program. Serve as the liaison between the Chief Flight Instructor and Junior Flight Instructors. Provide one-on-one flight instruction to students enrolled in the Aviation Technology Program. Serve as a mentor and provide training to Junior Flight Instructors.

PRIMARY DUTIES

1. Serve as the Senior Flight Instructor under the direction of the Chief Flight Instructor.
2. Provide one-on-one flight instruction to students for Private Pilot, Instrument Pilot and Commercial Pilot, as well as additional ratings as assigned by the Chief Flight Instructor and qualification allow.
3. Assist the Chief Flight Instructor with recruiting and hiring Junior Flight Instructors.
4. Train Junior Flight Instructors to enter flight hours into MyFBO and monitor for accuracy.
5. Assist with recruiting activities and attend recruiting events when needed.
6. Evaluate student progress through Stage Checks and provide feedback to the primary flight instructor and CFI.
7. Perform other duties as assigned by the Dean of CTE –Rangely and/or the Program Director.

SECONDARY DUTIES

1. Provide guidance to Chief Flight Instructor and aviation students in regards to safe flying conditions given weather conditions and other environmental factors.
2. Confer with the Program Director on the condition of all school aircraft, flight training devices, and facilities.

3. Instruct in flight training simulator devices.
4. Communicate effectively both verbally and in writing.
5. Perform basic computer tasks in working with MyFBO, MS Word, Excel, e-mail communications, and learning management systems (Desire to Learn).

ESSENTIAL QUALIFICATIONS

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

Education and Training:

Minimum or Required:

- Associates Degree or higher, Commercial Pilot Certificate
- Flight Instructor, Flight Instructor Instrument Certifications

Preferred:

- Airline Transport Certificate with Airline or Corporate/Air Taxi experience.
- Two years of flight instructor experience

Licensure/Certification:

Minimum or Required:

- Associates Degree or higher, Commercial Pilot Certificate
- Flight Instructor, Flight Instructor Instrument Certifications

Equipment Skills:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position:

Minimum or Required:

- Computer/Printer
- Operations of University aircraft
- Microsoft Office
- IP Telephone/voice mail
- Copier
- Fax Machine

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and 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 (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (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				X		
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				X		
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					X	Sense of smell
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		
Operation of equipment, tools, vehicles					X	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:						

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: _____