

SENIOR FLIGHT INSTRUCTOR

SECTION I – Background Information:

DEPARTMENT: Aviation Technology

DIVISION: Instructional Services

CLASSIFICATION TITLE: Exempt

SCHEDULED WORK HOURS: Varies

TOTAL SCHEDULED HOURS PER WEEK: 40

CAMPUS LOCATION: Rangely

WORK TELEPHONE NO.: TBD

TITLE OF SUPERVISOR: Aviation Technology Program Director

SICK LEAVE:

PERSONAL LEAVE:

SECTION II – Summary of Major Functions:

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.

SECTION III – Primary Duties:

Senior Flight Instructor 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.

SECTION IV – 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).

SECTION V – Degrees, Licenses, Certifications or Registrations:

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

SECTION VI – Equipment/Machine Operation:

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

SUPERVISES THE FOLLOWING POSITIONS:

DATE OF UPDATE: 03/2017

PERSON CURRENTLY HOLDING POSITION: Vacant