

JOB DESCRIPTION



Position Title: Instructor Aviation Pathways

Department: Aviation

Employment Category: Faculty

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 11 months/year

Pay Grade: Faculty 11M

Position Summary: The Instructor of Aviation Pathways is responsible for flight, preflight and post flight instruction in the Professional Pilot program, for serving as a professional educator, and for providing quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and the Aviation Department.

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:

Instructs 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

Obtains a minimum of fifty (50) flight hours per month through instruction and certification training; works towards achieving Certified Flight Instructor Instrument (CFII) rating with assistance from the college; works towards achieving multi-engine rating and Jet Transition training through self-funding

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 the work performed. Additionally, employees must understand the comprehensive role of the community college, 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:

Federal Aviation Administration (FAA) Certified Flight Instructor Airplane Single Engine (ASE) rating

Current FAA 3rd Class Medical Certificate

Cochise College Professional Pilot Program Graduate

Active application and participation in either:

- Cadet program or other commercial operations employment opportunity
- OR is currently a senior cadet, eligible to accept an employment agreement, and accepts when offered
- OR actively pursuing education, aeronautical experience and advanced certification to meet requirements to serve as a check instructor and/or Asst. Chief instructor of an FAA approved part 141 course(s)

Must be able to attain an associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, within one year of employment

JOB DESCRIPTION



Obtain a CFII within one year
Obtain ME within one year
Obtain MEI within two years

An equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved may be considered.

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, databases, presentation, and spreadsheet software, specifically Microsoft Office applications
Ability to obtain skill in instructing students from diverse cultures and/or backgrounds
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple 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

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. Work 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, and ability to communicate. Work requires travel and may include 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.