

# JOB DESCRIPTION



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**Position Title:** Aviation Pathway Flight Instructor

**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 F1101 (80%)

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**Position Summary:** The Aviation Pathway Flight Instructor 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:

Teaches 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 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 3<sup>rd</sup> Class Medical Certificate

Cochise College Professional Pilot Program Graduate

Active application and participation in a Cadet program or other commercial operations employment opportunity OR is currently a senior cadet, eligible to accept an employment agreement, and accepts when offered

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

Obtain a CFII within one year

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*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, database, 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, 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.