

Flight Instructor III Certified

Job Code: 0773

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for delivering advanced flight instruction, evaluating pilot proficiency, and ensuring compliance with all applicable aviation regulations and training standards. This role provides leadership within the flight training program, mentoring junior instructors and supporting curriculum development to ensure high-quality, consistent training outcomes.

- Provides flight, aviation training device (simulator), and classroom instruction in accordance with FAA procedures and practices.
- Prepares schedules, maintains records, and ensures that course objectives, standards, and minimum requirements are met by each student in each flight course. This includes coordinating make-up lessons for missed sessions and accommodating additional student availability as needed.
- Promotes and instills a strong safety culture by adhering to all prescribed policies and procedures, bringing any safety-related issues to the attention of appropriate supervisory personnel,
- Perform the duties of a certificated flight instructor as authorized by the Federal Aviation Administration in accordance with FAA-approved Training Course Outlines.
- Accurately maintain all appropriate records, including student training records, student logbooks, and computer records.
- File safety reports as necessary to report any observed safety concerns or situations that may adversely affect aviation safety.
- Evaluate student performance and document progress, ensuring readiness for stage checks, checkrides, and certification requirements this includes conducting pre- and post-flight briefings and debriefings to reinforce learning objectives
- Coordinates with Chief Flight Instructor, Training Manager, and other key stakeholders regarding student progression and program performance
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

- Bachelors degree.

Experience:

- 2 years of experience in aviation or military flight operations with a minimum of 50 hours instructor time and 750 hours Pilot-in-Command.

Certifications or Licenses:

- Class II or I FAA medical, Commercial Airplane, Instrument,
- FAA Certified Flight Instructor, single engine, multi engine, and instrument airplane ratings.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong knowledge of FAA regulations (14 CFR) and aeronautical decision-making principles
- Strong adherence to operational standards
- Ability to read and interpret complex written materials, including technical manuals, blueprints, and performance metrics
- Strong initiative and problem-solving skills, with the ability to work independently and identify effective solutions
- Ability to supervise staff and students while clearly communicating expectations, instructions, and performance standards.
- Skilled in developing and delivering effective training presentations to diverse audiences
- Strong written communication skills, including composition, editing, and proofreading ability
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, and related tools)

Working Conditions

Physical:



JOB DESCRIPTION

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Must be able to engage in repetitive motions. Sit for prolonged periods. Ability to receive detailed information orally and see including color, depth perception or clarity.

Environmental:

Exposure cockpit associated temperatures and operational noise levels.. Exposure to varying weather conditions during flight operations and outdoor weather conditions

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