



**Job Description Title:** Flight Instructor

**Division/Department:** ABI Operations

**Location:** Kissimmee, Florida USA

**Reports to:** Group Manager and/or Group Leader

**Work Schedule:** Monday through Friday  
8:30 a.m. to 5:00 p.m.  
Must be able to be flexible and work any time on an as needed basis. On call for Flight Operations issues 24/7

**Exemption Status:** Exempt

***Summary of duties and responsibilities:***

This position is responsible for the conduct of the flight training of students.

***Primary duties and responsibilities:***

- Maintain the quality (pass rate) of flight training at or above 80%.
- See that all section goals are met, including pass rate, students completing on time, not exceeding student flight hours, student's training records completed on time, and if not, make recommendations to the Group Manager for corrective action to be taken.
- See that each assigned student is scheduled properly.
- Maintain the flight training standards as outlined by both FAA and Pan Am International Flight Academy.
- Ensure that the policies and procedures of the General Operations Manual are maintained.
- Ensure that the assigned student's training record and folder are kept in accordance with Pan Am International Flight Academy and FAA policy.

***Education, prior work experience, and specialized skill and knowledge:***

Technical Requirements: Necessary FAA certificates for course being delivered by the Academy. Ability to work in a team environment and support cultural diversity. Must be knowledgeable with programs such as Excel, Word, Power Point, and Adobe. Must have a high level of both written and verbal communication skills. Customer service oriented.

***Physical environment/working conditions:***

Office environment. May have some medium lifting required up to 50lbs. May require prolonged periods of sitting, standing walking, bending and stooping.

***Equipment/machinery used:***

General office equipment, computers, servers, copiers, telephones and audiovisual equipment.