



Job Description Title: Ground School Instructor
ATP/CTP, Boeing 737, Airbus A320

Division/Department: Operations

Location: Miami

Reports to: General Manager, Operation

Work Schedule: Monday through Friday 8:00 a.m. to 5:00 p.m.
Must be able to be flexible and work any time on an as needed basis.

Exemption Status: Exempt, Full-Time

Summary of duties and responsibilities:

Deliver ATP CTP training in classroom/ simulator and/or practical environments. Assist as Subject Matter Expert in development of curriculum for new type courses as required. May provide additional special services such as courseware review and other additional administrative duties such as publications, safety, quality audits, and other duties as maybe assigned, etc. Additional training to include delivering of Boeing 737 and Airbus A320 academic systems ground school in classroom/flight training device and/or practical environments.

Primary duties and responsibilities:

- Provides ATC CTP training, procedures instruction in classroom, and simulator or other platform environments.
- Provides academic systems ground school instruction in classroom, simulator or other platform environments for the Boeing 737 and/or Airbus A320 fleets.
- Provides Crew Resource Management (CRM) training.
- Assists as a Subject Matter Expert in the development of curriculum for new type courses as required.
- Acts as a Lesson Subject Matter Expert to review existing lessons and/or changes to existing lessons.
- Provides suggestions to improve and update training policies and procedures.
- Promotes a positive attitude towards learning and embracing new technologies and tasks.
- Conducts ground training for other instructors to include diagnosis and remediation of student issues.
- Assists in project and development work as assigned.
- Performs administrative duties such as record keeping, monitoring student progress, counseling, quality assurance, safety, security, and maintenance of training programs and equipment.
- Aviation instruction is a highly specialized function that requires the instructor to have prior aircraft operating experience and the ability to hold credibility and the attention of the customer attendees.
- Must acquire and maintain instrument, take-off, landing, and emergency procedure proficiency.
- Must comply with all company security and data protection / usage policies and procedures.
- Will be responsible for proper marking and handling of all information and materials, in any form.
- Shall not divulge any information, or afford access, to other employees not having a need-to-know.

- Shall not divulge information outside company without management approval.
- All company and proprietary information will be accessed and stored electronically on company provided resources.
- Other duties as assigned

Scheduling/Hours:

- Instruct ground school, as requested by the scheduling department.
- If there are no duties assigned by the scheduling department, will be in the office, maintaining a business hour schedule, Monday through Friday.

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor s Degree from an accredited institution of higher learning.

Five years flying experience under FAR 121

Hold an FAA Airline Transport Pilot certificate with multi-engine ratings

Hold an FAA Type Rating if conducting training in Flight Training Devices

Must acquire and maintain proficiency in emergency procedures.

Ability to work with minimal supervision

Must be able to work overtime as required.

Must be willing to work any shift or day of the week as required.

Must have the ability to read, analyze, and interpret the most complex documents. Will be required to respond effectively to sensitive inquiries and complaints. Must be able to generate effective oral and written presentations and proposals on complex subjects.

Must be able to define problems, collect data, establish facts, and draw valid conclusions. An ability to interpret complex customer requirements and attitudes from verbal, non-verbal, and written communication is desirable.

Critical Skills: Teaching skills. Computer literate. Ability to work in a team environment and support cultural diversity. Must have a high level of both written and verbal communication skills. Customer service oriented.

Physical environment/working conditions:

Must be physically able to enter simulator, experience simulator motion and take cognizance of attendees safety when on board the simulator.

Must be able to stand up and conduct academic instruction in simulator and classrooms. Must maintain proficiency in operation of essential Flight Training Devices.

Domestic and international travel as required.

Must be able to walk and/or climb stairs and ladder into a simulator or airplane cockpit.

Must be able to stoop, bend, and crawl on top of or under machinery.

Must be able to detect odors or hear noises, bangs, etc., or other sounds to detect problems or flaws in the functioning of simulators and its surrounding environment.

Work in a regular office environment; communicate via personal computer, telephone and fax.

Will be working in areas with risk of electrical shock and from moving mechanical parts driven by hydraulics under high pressure.

Will at times be exposed to the following conditions: extreme heat, airborne particles, and loud noises.

May have some light lifting required up to 30lbs.

May require prolonged periods of sitting, standing or walking. Must be comfortable in confined spaces.

Bending and stooping.

May have prolonged phone usage.

Equipment/machinery used:

General office equipment. Thorough knowledge of each type of simulator.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed