



Job Description Title: In-Flight Training Instructor

Division/Department: Operations

Location: Miami

Reports to: Courseware Development & Instructional Svcs Manager

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.

Summary of duties and responsibilities:

Oversee all flight attendant and pilot hands on and emergency training, maintaining a high quality of professionalism. Assists in development of course/courseware.

Primary duties and responsibilities:

Duty's and responsibilities including but not limited to: all aspects of emergency training, Conduct training for trainees at PAIFA.

1. Accurately documents trainee progress.
2. Evaluate the trainees' progress in gaining skills and knowledge by the standards established at PAIFA.
3. Monitors Trainee progress throughout training and serve as a liaison.
4. Conduct Proficiency Checks and Certification Checks as authorized under FAR Part 142.
5. Assist/Define customer training requirements through participation in training conferences, meetings.
6. Maintains competency and qualifications authorized to instruct.
7. Maintains a high level of professionalism at all times.
8. Performs other related duties and assignments as required.
9. Oversee hiring and managing of emergency procedures instructors
10. Fill in when necessary for other staff members as duty's require.
11. Provide training for mini evacuation and oversee both evacuation and proving flights when necessary.

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:

Technical Requirements: Bachelor's degree. 4 years' experience as flight attendant and 2 years' experience as a flight attendant Instructor for FAR Part 121 Airline.

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:

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.

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