



<i>Job Description Title:</i>	ATP/CTP Instructor
<i>Division/Department:</i>	Operations
<i>Location:</i>	Miami, Florida and Las Vegas, NV
<i>Reports to:</i>	Director of Operations Control Center/Flight Standards
<i>Work Schedule:</i>	As needed
<i>Exemption Status:</i>	Independent Contractor - Exempt

Summary of duties and responsibilities:

Pan Am International Flight Academy is seeking for experienced Ground School and Simulator instructors, part time contractors, who will be providing the highest quality of instruction to flight crews receiving initial and recurrent training. This position is responsible for the conduct of the flight training of students enrolled in Pan Am Core and other training programs.

Primary duties and responsibilities:

- Maintain the highest quality of flight training instruction to ensure applicant success.
- Review applicant folders for complete and accurate information
- Conduct ground, flight, and other training as assigned
- Complete all training records accurately and in timely manner.
- Communicate with other instructors as needed on student progress
- Communicate with Director of Operations Control Center/Flight Standards as needed on student progress
- Provide accurate and detailed information as required on student progress
- Maintain qualifications on assigned equipment
- 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.
- Review and recommend changes in courseware or course content to improve the overall effectiveness of instruction.
- *Maintain competency and qualification on the assigned equipment(s).

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

Technical Requirements: ATP FAA license with previous Part 121 Operations Experience. Ground School instructors must have minimum of FAA commercial and/or FAA Ground Instructor license. Type rating on any of A320/B737/B767/B777/MD88/B747CL/B747-400. Aviation Instructor experience and 3 years 121 airline experience preferred. 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 and Flight Simulator environments. 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, flight simulator, flight training devices.