



## Training Center Flight Instructor

<b><i>Job Description Title:</i></b>	Training Center Flight Instructor
<b><i>Division/Department:</i></b>	Operations
<b><i>Location:</i></b>	Miami, Florida
<b><i>Reports to:</i></b>	General Manager of Operations Control Center
<b><i>Work Schedule:</i></b>	As needed
<b><i>Exemption Status:</i></b>	Salary - Exempt

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

This position is responsible for Flight Instructing of Pan Am or Customized Training Programs to Pan Am Customers and Pan Am Instructors.

### ***Primary duties and responsibilities:***

- Maintain the highest quality of flight training instruction to ensure applicant success.
- Review applicant folders for complete and accurate information.
- Training including but limited to ground, flight, and other training as assigned
- Complete all training records accurately and in timely manner.
- Communicate with other instructors & TCE's as needed on student progress
- Communicate with Director of Operations Control Center/Flight Standards as needed 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 and Training Manuals are complied with.
- Ensure that the assigned student's training record and folder are kept in accordance with Pan Am International Flight Academy and FAA policy.
- Other Customer, Instructor related work as needed.

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

Technical Requirements: Necessary FAA certificates and qualifications for courses being delivered by the Pan Am International Flight 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 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.