Auburn University Job Description

Job Title: Flight Instructor
Job Code: EG12
FLSA status: Exempt

Essential Functions

Job Summary
Instructs students in flight lab courses leading to Federal Aviation Administration pilot certification.

1. Provides flight instruction in aircraft to students.
2. Evaluates students of other instructors for performance appraisal, final certification, and grade recommendation.
3. Conducts college level class/ground school for the certification of private/instrument/commercial pilots.
4. Plans and prepares detailed lessons for each flight.
5. Conducts a flight check for newly hired flight instructors and yearly flight checks for established instructors.
6. Complies with the vehicle safety/fleet loss control program as outlined by University Risk Management.
7. Maintains lesson records, grades, and all student activities as required by Auburn University and the Federal Aviation Administration.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in any discipline</td>
<td>Experience in providing flight and ground instruction for private, commercial, and/or instrument ratings</td>
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**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

**Minimum Required Knowledge**
Knowledge of instructional techniques.

**Certification or Licensure Requirements**
Commercial ASEL and AMEL, CFI, CFII, and MEI. Third class medical certificate required.

**Physical Requirements/ADA**
- Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.
- Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.
- Job frequently requires talking, hearing, handling objects with hands, .
- Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.
- Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 2/6/2013