



## General Information

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<b>Company:</b>	Sierra Academy of Aeronautics	<b>Salary Level:</b>	\$85k-120k
<b>Functional Job Title:</b>	Chief Flight Instructor	<b>Effective Date:</b>	10/04/2017
<b>Functional Job Code:</b>	CHFFLTINSTR	<b>Pricing Method:</b>	Internal
<b>Exemption Status:</b>	CA Salary Exempt		

## Position Summary

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The position provides direct oversight for program safety, manages and supervises certified flight instructors, syllabi development and training standardization, course scheduling and all related aspects of flight training, and is the lead contact with the FAA in support of Sierra Academy of Aeronautics' PART 141 Flight School status.

## Essential Responsibilities

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(Critical) Collaborates with ground school instructional staff on matters of curriculum, student advising and development, as well as with associated activities of the flight program.

(Critical) Conducts flight instruction.

(Critical) Completes and/or supervises completion of Federal Aviation Administration and Sierra Academy of Aeronautics maintenance of required student training records.

(Critical) Oversees the recruitment and training of certified flight instructors.

(Critical) Implements and evaluates standardized instructional practices.

(Critical) Performs in-house stage checks oral and flight examinations

(Critical) Completes all required Federal Aviation Administration (FAA) PART 141 currency checks.

(Critical) Coordinate and support Transportation Security Administration (TSA) compliance.

(Very Important) Supports the marketing and recruitment plan – including fleet, simulators, related instructional equipment, and student recruitment.

(Very Important) Oversees program safety; manages and supervises certified flight instructors, syllabi development and training standardization, course scheduling and all related aspects of flight training.

## Foundational Competencies

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**ETHICAL BEHAVIOR AND INTEGRITY** Displays honesty, trustworthiness, and ethical behavior. Earns respect. Behaves in a straightforward manner with others with no hidden agendas. Builds trust and credibility through reliability and authenticity. Leads by example; words and actions are consistently aligned.

**COMMITMENT TO LIFELONG LEARNING** Actively pursues learning and development. Stays current in content area, acquiring and refining technical and professional skills.

**COMMITMENT TO QUALITY SERVICE, RESPONSIBLE STEWARDSHIP, CONTINUOUS IMPROVEMENT** Displays a commitment to excellence and to providing quality service to learners, co-workers, or others they serve. Consistently seeks feedback and looks for ways to improve service, promote quality, and make effective use of college resources.

**CREATING/CONTRIBUTING TO A CULTURE OF INNOVATION and THOUGHTFUL RISK-TAKING** Creates/contributes to an environment of safety and trust. Seeks to solve problems rather than affix blame. Willing to experiment and learn.

**AGILITY/ ADAPTABILITY/ TOLERANCE FOR AMBIGUITY** Easily adjusts to organizational and environmental changes; adapts responses and tactics to shifting or evolving situations; deals effectively with ambiguity and uncertainty.

**VALUING ALL PEOPLE** Genuinely interested in others. Shows concern and empathy for others. Shows patience, understanding, and acceptance of people with varied backgrounds and perspectives. Treats learners, co-workers, and direct reports respectfully and fairly.

**COLLABORATION/TEAMWORK** Actively and enthusiastically works with others to achieve a shared common goal. Gives credit and recognition to those who have contributed. Shares information and own expertise with others to enable them to accomplish group goals. Creates a sense of belonging in the team, a culture of inclusion. Collaborates across boundaries. Looks at problem solving at the institutional level (not just in own area or department). Open to sharing resources, working with other departments and organizations.

ACCOUNTABILITY/PERSONAL RESPONSIBILITY Meets commitments and keeps promises; gets things done. Acknowledges and learns from mistakes. Holds self and others accountable. Takes responsibility for achieving goals.

## General Competencies

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### Building Effective Relationships

Competency Source: Internal

Importance: *Critical*

Relates well with all kinds of people in a variety of situations. Develops and maintains effective communication and relationships. Demonstrates understanding, friendliness, courtesy, tact, and empathy to others. Is approachable; makes time for others. Is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Advanced**

Level 5 Advanced: Develops and proactively uses networks, both inside and outside the college; presents controversial findings tactfully in even the most sensitive situations; mediates disputes; approaches even the most difficult situations with empathy and interest.

### Communications / Active

**Listening** Competency Source:

Internal Importance: *Critical*

Has good sense of who needs to know what and keeps others informed. Communicates in a clear, concise, organized, and compelling manner. Gives others their full attention; listens without interrupting. Seeks to understand others' points of view. Interprets both the words spoken and the non-verbal cues used by others.

**Advanced**

Level 5 Advanced: listens openly and non-defensively; asks probing, insightful questions to gain critical information; composes effective communications regarding highly sensitive matters.

### Global Awareness / Internationally Skilled

Competency Source: Internal

Importance: *Very Important*

Understands the complexities and interdependency of world events and issues. Understands one's own culture and history in relationship to others. Is open to new opportunities, ideas and ways of thinking. Is self-aware about identity and culture; demonstrates sensitivity and respect for differences.

**Proficient**

Level 3: Understands the complexities and interdependency of world events and issues; understands one's own culture and history in relationship to others; is open to new opportunities, ideas and ways of thinking; is comfortable with ambiguity and unfamiliar situations.

### Strategic Understanding /

**Leadership** Competency Source:

Internal Importance: *Very Important*

Explains how their role supports NMC's mission and vision. Recognizes opportunities to help the organization accomplish its goals. Considers a broad range of internal and external factors in establishing goals and priorities. Consistently ensures a fit between individual or group actions and the organizational mission/strategy.

**Proficient**

Level 3 Proficient: Identifies the trends in the world and within higher education that will impact the organization; thinks broadly, placing current task or issue in the context of long-term implications; considers the impact of decisions on areas outside their own.

## Functional Competencies

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### Analytical Skills (Generic)

Competency Source: HRToolbench

Importance: *Very Important*

Frames issues and problems; collects information, identifies options; weighs the pros and cons, and recommends a course of action.

**Advanced**

Level 5 Advanced: Leads analytical teams to address complex problems; recognizes the strategic implications of problems and potential solutions.

### Attention to Detail (Generic)

Competency Source:

HRToolbench Importance: *Critical*

Is thorough when performing work and conscientious about attending to detail and small facets of work.

**Advanced**

Level 5 Advanced: Recognizes and attends to details that others (even those who are somewhat skilled at detail work) overlook; systematically identifies what details need to be attended to in a project and makes sure that these are not omitted.

### Courage (Generic)

Competency Source: Internal

Importance: *Critical*

**Advanced**

Deals in a straightforward manner with difficult issues; addresses them before they become major problems. A strong voice, candid but tactful, diplomatic. Will speak up, stand alone, if necessary. Will challenge the status quo when change is needed (e.g. policy changes to better serve learner or co-workers.) Takes tough, principled stands even if they are unpopular. Has the courage to make decisions that may not be immediately understood; makes hard decisions even when unpopular.

### **Developing Others (Generic)**

Competency Source: Internal

*Importance: Very Important*

Enables, empowers people to perform at their highest levels. Builds on people's strengths. Recognizes different kinds of contributions. Makes people feel valued. Has a genuine affection for people they lead; has empathy, compassion. Trusts people who work for them. Motivates, inspires others. Believes people are capable of learning and change. Coaches, trains, mentors, and guides rather than dictates. Develops leaders, not followers. Shares their knowledge. Creates opportunities for others to lead, take on new responsibilities. Ensures each employee has a compelling professional development plan aligned with organizational goals.

### **Measuring Results (Generic)**

Competency Source: Internal

*Importance: Very Important*

Can identify useful outcome and process measures. Disciplined in listening to learners, stakeholders; monitoring measures. Can conceptualize, apply, analyze, synthesize, and evaluate information gathered from observation, experience, reflection. Can use measurements to make sound decisions, judgments, and/or predictions.

### **Presentation Skills (Generic)**

Competency Source: Internal

*Importance: Critical*

Makes clear and effective formal presentations. Uses audiovisual aids, technology tools, and other supporting material effectively. Adapts communication for different audiences. Handles questions and answer sessions well.

### **Problem Solving (Generic)**

Competency Source: Internal

*Importance: Very Important*

Diagnoses a situation and determines what relevant information and/or procedure to use; uses reason to generate and evaluate alternatives and to determine a course of action.

### **Quality Control Activities (Quality)**

Competency Source: HRToolbench

*Importance: Critical*

Applies knowledge and experience of quality control activities as required by industry standards, customer specifications, and corporate quality policies and procedures.

### **Regulatory Compliance**

**(Engineering)** Competency Source:

HRToolbench *Importance: Critical*

Level 5 Advanced: Demonstrates confidence without arrogance; recognizes when decisions and/or actions are needed quickly and when postponing is appropriate; able to take unpopular stands and describe these in terms that generate respect; addresses performance or other difficult issues firmly and in a timely manner; doesn't allow problems to fester.

### **Proficient+**

Level 4 Proficient +: Somewhat greater than Proficient: Gives honest feedback on performance, strengths and opportunities; understands the team member's career aspirations; provides regular coaching; recognizes accomplishments at every opportunity; motivates team members to excel; provides resources for career growth.

### **Proficient**

Level 3: Able to determine what measures will be most useful in assessing "success" for their unit or team; designs feedback loops and tracking processes into work; uses findings for continuous improvement efforts.

### **Advanced**

Level 5 Advanced: Adapts the content and delivery of formal presentations to fit the needs of the audience; explains complex concepts that are easily understood by the non-technical constituents; speaks with poise and composure on controversial topics; presents information in an engaging and persuasive manner.

### **Advanced**

Level 5 Advanced: Creates precedent-setting solutions to complex problems; identifies areas of potential problems or vulnerabilities and generates alternatives to safeguard or minimize those vulnerabilities; develops and proposes a strategic alternate method to solve problems or requirements.

### **Advanced**

Level 5 Advanced: Develops quality plans, inspection, and test plans in accordance with established codes and customer specifications; coordinates quality efforts of others. Resolves non-conformance issues.

### **Advanced**

Understands all aspects of regulatory management and assures that appropriate regulations are adhered to.

Level 5 Advanced: Has a solid understanding of regulatory management; leads compliance efforts; evaluates compliance efforts; interacts with regulatory body as needed; coaches others on the fine points of regulatory standards.

**Safety Focus (Manufacturing)**

Competency Source:

HRToolbench *Importance: Critical*

Knows and adheres to safety regulations (e.g., OSHA, ), as well as organization's safety policies and procedures.

**Advanced**

Level 5 Advanced: Contributes to establishment or revision of safety procedures; stays current on latest safety information for the industry; participates in safety inspections.

**Leadership**

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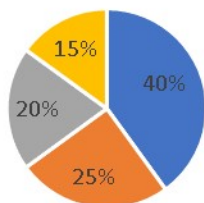
**Scope**

Manages a department, or is an advanced-level professional individual contributor.

**Activities**

- Conduct employee progress reviews & performance evaluations
- Establish work schedules
- Instruct and train others
- Interview candidates
- Recommend terminations
- Build consensus by drawing together the ideas of others
- Take calculated and responsible risks
- Provide guidance and stability
- Share special or technical information with others
- Guide or facilitate projects
- Discipline employees
- Recommend salary actions
- Bring commitment and drive into the workplace.
- Lead by example
- Serve as a spokesperson or advocate
- Assign work activities
- Plan work
- Recommend promotions
- Serve as a role model
- Empower others to take responsibility and to be accountable
- Develop and execute strategic plans

PERCENTAGE OF TIME FOCUSED ON PRIMARY JOB FUNCTIONS



- Coordinating Daily Operations
- Training and Pilot Exams
- English Evaluations for International Student Enrollments
- FAA compliance for Administrative duties & Record Keeping

**Subordinates**

Direct: 2

Indirect: 30

**Tools and Equipment**

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TALON Aviation Resource Software  
 Airplane  
 Calculator  
 Cell Phone  
 Copy Machine  
 Desk Top Computer

MS Excel  
 MS Power Point  
 MS Word  
 Printer  
 Projector  
 Telephone

**Education and Experience**

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**Preferred Education:** Minimum of four-year Bachelor's Degree or its equivalent

**Preferred Experience:** Over 3 years of management experience in the aviation field

**Work Environment**

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<u>Lifting Activities</u>	<u>Weight</u>	<u>Height</u>	<u>Distance</u>	<u>Frequency</u>
Most Frequently Lifted Object	Under 10 lbs.	Waist level	1 - 9 feet	Occasionally
Heaviest Object Lifted	Under 10 lbs.	Waist level	1 - 9 feet	Occasionally

**Non-Lifting Repetitive Activities**

- Arm Movement Several times per day

**Other Physical Demands**

- Exposure to explosion

- Bending Several times per day
- Climbing Several times per day
- Crouching Several times per day
- Ducking Several times per day
- Gripping Several times per day
- Kneeling Several times per day
- Leaning Occasionally
- Leg Movement Several times per
- Day Sitting Several times per day
- Squatting Occasionally Standing
- Several times per day
- Stooping Occasionally
- Stretching Occasionally
- Talking Several times per day
- Twisting Occasionally
- Typing Several times per day
- Walking Several times per day
- Writing Several times per day

- Exposure to health and safety hazards
- Exposure to heights
- Muscular endurance
- Prolonged visual work
- Travel (10-24%)

**Mental Demands**

- Complex Calculations
- Complicated Planning
- Exercising Independent
- Judgment Intense Concentration
- Minimal Guidance or Direction
- Performing Multiple Functions/Activities
- Persuading Others
- Rapid Decision Making

**Other Challenges**

- Precise accuracy requirements
- Production deadlines
- Productivity quotas
- Protecting the physical safety of others
- Risk of life
- Safeguarding organization assets and property

**Licenses and Professional Certifications**

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Commercial airplane single engine land with instrument rating  
 FAA Second Class Medical  
 Certified Flight instructor – CFI (must have held certificate for minimum of 3 years)  
 Instrument Flight Instructor – CFII  
 Multiengine Flight Instructor – MEI

**Qualifications**

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Advanced Ground Instructor License – AGI  
 Flight qualifications commensurate with FAA criteria for private, instrument, and commercial  
 licensure No history of FAA violations or certificate/license suspension

**Contacts with Others**

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**Internal Contacts**

	<b><u>Purpose</u></b>	<b><u>Frequency</u></b>
Employees in your own work unit or department	Direct Activities	Daily
Employees in your function	Direct Activities	Once per week
Managers in your function	Interact with or advise	Daily
Senior executives in your function	Share Information	Monthly
Employees in departments outside your function	Share Information	Monthly
Managers in departments outside your function	Share Information	Monthly
Senior executives outside your function	Share Information	Monthly

**External Contacts**

	<b><u>Purpose</u></b>	<b><u>Frequency</u></b>
Vendors, Suppliers, Subcontractors	Negotiate	Monthly
Federal/State Regulatory and Compliance Authorities	Direct Activities	Monthly
Strategic Business Partners	Interact with or advise	Monthly
Customers	Direct Activities	Daily