

## **1.0 DUTIES AND RESPONSIBILITIES**

This position is primarily responsible for the instruction of AeroGuard Ground School Courses (PPL, IR, CPL).

### **Responsibilities include:**

- Instructing Ground School courses in compliance with the AeroGuard standard GS Syllabus.
- Developing and maintaining Ground School training materials and curricula.
- Conducting and grading assessments as required.
- Collecting and maintaining Ground School records
- Collecting and monitoring data related to AeroGuard's Training program.
- Performing other duties in the Ground School department as assigned.
- Must be able to be flexible to work evenings, weekends, and holidays as needed.

## **2.0 REQUIREMENTS**

### **2.1 EDUCATION**

- Must hold a current CFI / CFII or AGI / IGI certificates as necessary to teach PPL, IR, and CPL Ground School Courses.

### **2.2 EXPERIENCE**

- Previous ground school or flight instructing experience a plus.
- Must meet all applicable FAR Part 141 minimums.

### **2.3 SKILLS AND ABILITIES**

- Excellent oral and written communication skills.
- Ability to identify problems or potential problems and develop and implements solution.

### **2.4 KNOWLEDGE**

- Candidates must possess the experience and skills necessary to motivate and convey knowledge to both groups and individuals in a classroom setting.
- Excellent oral and written communication skills.
- Good interpersonal skills, demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- Ability to identify problems or potential problems and develop and implement solutions.
- Strong computer skills including MS Office proficiency.

### **2.5 EQUIPMENT/MACHINERY USED**

- General office equipment such as facsimile, copier, personal computer, etc.

**3.0 PHYSICAL AND SAFETY REQUIREMENTS**

- The associate will be working in many environments inside and outside the facility.
- Associate will have exposure to aircraft, flight training devices, and other equipment.
- May require prolonged periods of sitting or standing.
- May be required to lift between 5 and 15 lbs occasionally.

**4.0 OTHERS**

- Extreme attention to detail
- Self-starter who does not wait for others to provide work
- Works with minimal supervision
- Innovative/creative, improves ways of doing things to increase efficiency for the organization and the client
- Flexible and adaptable team player

I have read and understand the duties outlined in this job description.

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Employee Signature

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Employee Printed Name

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Date Signed

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Supervisor Signature

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Supervisor Printed Name

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Date Signed