

**Instructor - Flight Management - AC-F-19-21**

<b>Requisition #</b>	AC-F-19-21
<b>Job Title</b>	Instructor - Flight Management
<b>Employee Group</b>	Academic
<b>Job Type</b>	Full-time
<b>Organizational Unit</b>	Confederation College -> School of Aviation
<b>Location</b>	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
<b>Position Reports to</b>	Chair, Aviation

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

**Job Description**

Under the direction of a full-time Professor, the Instructor's duties and responsibilities include ensuring student awareness to course objectives, instructional approach, and evaluation systems and carrying out regularly scheduled instruction according to the format prescribed for the course. Specific duties include but are not limited to:

- Facilitate safe practice of flying skills through demonstration, observation and delivery of feedback in the aircraft or flight training device for second year students and for first year students;
- Ensure compliance with applicable aviation regulations and student adherence to general conduct and safety rules;
- Monitor weather and flight safety information to determine go/no go flying day;
- Monitor flight intentions of students, ensuring emergency training is current, medicals are current, and students have required equipment (winter);
- Conduct pre-flight and post-flight briefings;
- Participate in all aspects of flight operation routines to ensure in-flight safety (i.e. hangar duties, de-icing, etc.);
- Flight following while aircraft is active;
- Authorize training flights;
- Answer student questions about technical and administrative matters;
- Direct students to course material and other resources, and referring students to faculty for explanation;
- Identify potentially defective equipment and engaging in basic troubleshooting;
- Assist faculty with invigilation of tests;
- Assist faculty in the creation of training aids (i.e. manuals, slides, videos);
- Preparing and submitting technical reports and supporting Chair and CFI with ongoing quality control/assurance in the School of Aviation as assigned;
- Assist with orientation of new hires;
- Flight safety duties;
- Archive Pilot Training Documents as per Transport Canada requirements; and
- Work in compliance with the Occupational Health and Safety Act.

**Job Requirements**

- Two-year postsecondary diploma in an Aviation Flight program, together with a minimum of a valid Class 4 Instructor rating, with the ability to obtain Class 3 within 6 months of hire;
- Valid category 1 medical;
- One year of practical flight instructor experience;
- Ability to work independently under pressure as a team member;
- Excellent communication skills and ability to impart technical information;
- Strong interpersonal and organizational skills;
- Thorough methodology and attention to detail;
- Proficiency with MS Word, Excel and PowerPoint; and
- Physically able to assist in moving small single engine aircraft.

<b>Salary Range</b>	Full-Time Instructors: \$42,924 to \$72,876
<b>Shift Type</b>	8:30am - 4:30pm
<b>Other Shift Type (if applicable)</b>	
<b>Hours of Work</b>	Up to 44
<b>Contract Duration (if applicable)</b>	
<b>Category</b>	Aviation
<b>Application Deadline</b>	1/3/2020

Please visit our website at [www.confederationcollege.ca/hr](http://www.confederationcollege.ca/hr) to apply for this position.