

**Position Contract For: Assistant Chief Flight Instructor  
Level 1 Non Part 141**

**Results Statement:** To assist the company in reaching its profit and strategic goals through acquisition and retention of clients.

**Position Reports To:** Director of Flight

**Positions Reporting To the Assistant Chief:** Flight Instructors.

**Position Responsibilities**

***Strategic Work***

1. Assist in planning, developing and improving methods for conversion of inquiries into customers.
2. Assist in developing and improving ideas and methods to create and increase pilot shop sales.
3. Assist in developing a strategic marketing plan, planning events and advertising.
4. Oversee the daily activities of the flight school and Flight Instructors
5. Motivate flight Instructors.
6. Attract and Recruit flight instructors.
7. Assist in Hiring Flight Instructors.
8. Ensure that all Flight Training Students receive safe quality training and enjoy their experience.
9. Ensure that Flight Instructors Follow All Company Procedures.

**Assistant Chief Flight Instructor Job Description**

**Revision 1.1 03-06-2012**

10. Assist Chief Flight Instructor in planning Flight Instructor Training and Evaluation.
11. Serve as Site Safety Representative
12. Ensure all instructor, renter and student folders are current, accurate, and complete.
13. Coordinate with The Flight Director to ensure aircraft are scheduled for inspections, maintenance and aware of any grounding squawks.
14. Ensure squawks are written for all defects on aircraft.
15. Prepare the Daily Activities Report for the Flight School Director.

***Tactical Work***

1. Recruit and retain students.
2. Perform Discovery Flights
3. Sell Cessna Kits
4. Sell Pilot Shop Materials
5. Train Lead Flight Instructors and Flight Instructors to Recruit, Retain, Perform Discovery Flights, Sell Kits and Sell Pilot Shop Materials.
6. Act as a quality flight instructor and provide primary, instrument, commercial and multi – engine ground and flight training.
7. Perform Progress Checks
8. Ensure that instructor - aircraft scheduling conflicts are rare and resolved in a timely manner acceptable to our customer.
9. Ensure that aircraft are clean
10. Conduct Weekly meetings with Flight Instructors

## Standards

### ***Position Standards***

- Monthly and Annual Instruction Goals and Kit Sales are Met or Exceeded.
- 100% satisfied customers who get a minimum of what they want every visit.
- A positive upbeat attitude is present in the flight school.
- There are no accidents of any kind
  - No Bodily Injury Accidents
  - No Damage to aircraft
  - No Damage To company equipment-property or equipment-property belonging to others
  - No Fuel Spills
  - No Fires or accidents of any kind not mentioned.
- Flight School Students maintain a minimum 90% pass rate.
- Flight School aircraft interiors are picked up, windscreens and leading edges are kept clean.
- All student progress checks are scheduled in a timely manner.
- Flight School achieves its revenue, new student sign up and retention goals.

### ***Company Wide Standards***

- 100 % Satisfied Customers
- All employees have a positive attitude
- No Accidents
- All laws are always followed.
- Company policies are followed

### **STATEMENT OF POSITION HOLDER:**

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set fort in this position contract.

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Signature

date

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Printed/Typed Name