

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

FLIGHT INSTRUCTOR

(Helicopter – Part Time)

PAY - \$20.00 per hour

JOB TYPE – Part-time

DEADLINE – Open until filled

LOCATION – Caldwell, Idaho

DEPARTMENT - Aviation

REPORTS TO – Lead Flight Instructor

This position is one of several staff positions responsible for the flight and ground instruction of Private Pilot students in the Aviation Applied Science program with Treasure Valley Community College (TVCC). This position reports to the Lead Flight Instructor on all aspects of program operations and provide flight, simulator, and ground instruction in accordance with Part 61 and 141, FAA regulations, Airmen's Information Manual, advisory circulars, airport operations, and Treasure Valley Community College (TVCC) policies and procedures.

QUALIFICATIONS

Minimum:

To be eligible for the position of Flight Instructor the incumbent must hold at a minimum an Associate's Degree.

In addition, the applicant must meet the following requirements:

- A. Hold a commercial pilot certificate or an airline transport pilot certificate, and a current flight instructor certificate (CFI). The certificate must contain the appropriate aircraft category and class ratings for rotor wing helicopter and instrument rating;
- B. Meet the pilot-in-command flight experience requirements of 14 CFR §61 for recent flight experience under 61.57; and 61 SFAR 73 endorsement for Robinson R-22 helicopter. Continue to meet the R-22 weight limitation of 240 pounds.

C. Be proficient on instructional skills and ability to train students on the flight procedures and maneuvers appropriate to the TVCC Aviation program;

D. Hold a current 1st or 2nd Class Medical.

Preferred:

Bachelor's degree in any major emphasis and industry experience with flight and ground instruction experience. Commercial and Flight Instructor Certificates for helicopter.

ESSENTIAL FUNCTIONS

Duties include but are not limited to:

- Schedule students, maintain records, and ensure that course standards, training requirements, and objectives are met by each student in each flight course.
- Contact and meet with potential new customers.
- Conduct tours of facilities and familiarize customers with TVCC policies, procedures, and flight training courses.
- Perform those flight instructor duties authorized by the Federal Aviation Regulations in accordance with the approved Training Course Outline.
- Support and participate in the TVCC Aviation Safety Management System and ensure students understand and practice all aspects of ASMS.
- Regularly schedule each assigned student to ensure satisfactory progress through the course and immediately inform supervisor of any delays in training or satisfactory progress.
- Responsible for the timely course completion of all flight students assigned, including completion of required paperwork.
- File incident reports as necessary to report any observed safety violations, or situations that may affect the safety of flight.
- Attend administrative, standardization, in-service training, and instructor development meetings as assigned.
- Scheduling leased aircraft operations for flight training.
- Ground instruction in classroom and computer-based training program.

KNOWLEDGE, SKILLS, ABILITIES

- Safety-first attitude.
- Imparting excitement and enthusiasm into teaching.
- Adapting to a variety of teaching situations and learning styles.
- Communicating effectively in oral and written English.
- Aircraft piloting skills, including familiarity with and ability to perform required flight maneuvers and procedures.
- Knowledge of appropriate Federal Aviation Regulations and related administrative and operational procedures and requirements.
- Ability to work well under pressure in fast-paced and noisy environment while exercising sound judgment at all times.
- Perform an average of 40 instructional hours per two-week period utilizing a flex-time, on-demand schedule.
- Maintain 80% pass rate for final review and stage checks.
- Pass TVCC initial and on-going drug and alcohol testing program if required.
- Provide documentation of a satisfactory TSA Pilot security background check.

WORKING CONDITIONS

Usual office working conditions, plus work outside in aircraft cockpit environment. Outside work is conducted year round in conditions that may include seasonal temperature variations with weather generally considered to meet visual flight rules. The noise level in the work area is typical of most aircraft environments, but can be hectic and fast-paced at times. Most work takes place in office/classroom working conditions, where the noise level is typical of office environments with telephones, computers, personal interruptions, and background noises. Significant daily contact in person and by phone with students, staff, and general public.

Flight instructors will not exceed 12 hours worked including no more than 6 hours flight instruction given during a single duty day. All instructors are required to take a minimum of two days off within every 14 consecutive day period.

TERMS OF EMPLOYMENT

This is a part-time (up to 19 hours per week), non-exempt position.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.