



Job Description Title: ***Flight Standards Coordinator***

Division Department Operations Control Center

Location: Miami

Reports to: General Manager Training Operations & Flight Standards

Work Schedule: Monday through Friday
8:00 a.m. to 5:00 p.m.
*Flexibility on assigned days and hours will be expected on as needed basis to accomplish assigned objectives

Exemption Status: Non-Exempt

Summary of Duties and responsibilities

- This position is directly responsible for all items relevant to the administration and quality control instructor qualification and training standards delivered by Pan Am International Flight Academy.

Qualifications

1. ATP Certificate with appropriate type ratings.
2. Associates Degree (AA, AAS) or equivalent from two-year college or technical school, or one to two years related experience
3. Two years as instructor, check airman, or equivalent. Administrative or project management experience preferred. Prerequisites to qualify as TCE (Training Center Evaluator) preferred.
4. Understanding or experience in training program development and evaluation.
5. Previous or relevant experience in liaison with regulatory agencies (FAA)(DGAC)
6. Aviation management experience preferred
7. Able to work in a team environment and support cultural diversity.
8. Computer literate
9. Excellent written and verbal communication skills_Customer service oriented.
10. Customer Quality Care Driven

Primary duties and responsibilities

1. Maintain accurate and complete Flight Instructor Records
2. Ensure all Instructors are trained, qualified and current on designated equipment and or programs they are assigned to.

3. Liaison with FAA, EASA and other governmental agencies to ascertain qualifications, currency and authorizations required for Pan AM to conduct training and maintain standards.
4. Ensure Pan Am Instructor Staff are consistently and accurately instructing or checking according to Pan Am Policy and Airline Programs that Pan AM deliveries as a training provider including procedures and applicable approved courses.
5. Oversee and maintain Pan Am 142 T-Specs through FAA IOPS System
6. Regularly observe Pan Am delivered training sessions
7. Complete other projects assigned by the General Manager
8. Maintain accurate list of Qualified Staff to conduct training events.
9. Become Qualified and instruct Instructor Qualification Training for new and recurrent instructor training
10. Work with courseware development team to create, modify or revise training material and media
11. Become qualified, delivery and or instruct assigned customer training events on an as needed basis.

Education, prior work experience, and specialized skills and knowledge:

Critical Skills: Must have a high level of verbal communication skills. Must be extremely detail oriented. Must have an ability to define processes and procedures when required. Must be able to work in a team environment and support cultural diversity.

Education: Associates Degree (AA, AAS) or equivalent from two-year college or technical school, or one to two years related experience.

Experience: Two years as instructor, check airman, or equivalent. Administrative or project management experience preferred. Prerequisites to qualify as TCE (Training Center Evaluator) preferred.

Specialized skills and knowledge: Airline Transport Pilot Certificate and appropriate Type Rating

Computer literate.

Physical environment/working conditions:

General office environment. May have some light lifting up to 30lbs. May require prolonged periods of sitting, standing, walking, bending, and stooping.

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

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

