



<i>Job Description Title:</i>	Manager of Flight Standards
<i>Division/Department:</i>	ABI Operations
<i>Location:</i>	Kissimmee
<i>Reports to:</i>	General Manager of Operations
<i>Work Schedule:</i>	Monday through Friday 8:30 a.m. to 5:00 p.m. Must be able to be flexible and work any time on an as needed basis.
<i>Exemption Status:</i>	Exempt

Summary of duties and responsibilities:

Develops standardized procedures and manages Instructor Pilot training including but not limited to Instructor Qualification, Recurrent and Transition Training, and student evaluation among all aircraft types to ensure the highest standards of flight training and safety.

Primary duties and responsibilities:

- Coordinate the initial and continuing standardization training of all Instructor Pilots company wide
- Oversee all flight-testing through continuous trend analysis of stage checks and flight test results
- Selection, training and standardization of all Check & Standardization Instructors
- Ensure the proper application of instruction and standardization by all Instructor Pilots through Academy Check Instructor program as outlined in the Standardization Manual
- Monitors and evaluates check and standardization instructor performance and productivity
- Maintain standardization procedures system wide and fleet wide
- Maintain standard operating procedures and policies as outlined by the General Manager/Operations and Chief Instructor to ensure the effectiveness of standardization training.
- Develop procedures for special flight routines or conditions to be followed by all pilots as a need arises.
- Through collaboration with the Chief Instructor and Safety and Security Programs Manager will analyze trends in performance and training and recommend improvements in procedures, as appropriate.
- Responsible for Flight Department FAA regulatory compliance.
- Oversees use of the company General Operations and Flight Standards Manuals and implements all new policies and procedures, as appropriate
- Ensures all line pilot regulatory documentation regarding the requirements of 14 CFR 141.79 are met
- Ensure entire company is in compliance with 14 CFR 141
- Develop and oversee the running of continuous “calibration” training for all instructors Company wide.

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

Technical Requirements: Bachelor’s Degree in Aviation Management or two years’ experience in flight training at a Chief or Assistant Chief level. Necessary FAA certificates for coursed being delivered by the Academy. Ability to work in a team environment and support cultural diversity. Must be knowledgeable with programs such as Excel, Word, Power Point, and Adobe. Must have a high level of both written and verbal communication skills. Customer service oriented.

Physical environment/working conditions:

Office environment. May have some medium lifting required up to 50lbs. May require prolonged periods of sitting, standing walking, bending and stooping.

Equipment/machinery used:

General office equipment, computers, servers, copiers, telephones and audiovisual equipment.

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