

**INDIAN HILLS COMMUNITY COLLEGE  
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

**July 31, 2017**

**I.      Policy Title:        Certified Flight Instructor**

**II.     Code Number:     FV113301.AVP**

**III.    Minimum Job Requirements:**

- Prefer training at post-high school level.
- Meet Certified Flight Instructor qualifications in all categories through instrument instructor.
- Meet proficiency check flight for 141.

**IV.    Job Summary:**

Provide flight instruction, pre-flight briefings, expanded briefings, and post-flight briefings in aircraft and Redbird Flight Simulator.

**V.     Work Performed:**

- A.     Maintain standardized 141 flight program.
- B.     Maintain cooperative relationships with professional personnel, local organizations, public officials and other interested people.
- C.     Instruct in accordance with program requirements.
- D.     Maintain all safety aspects of program.
- E.     Participate in applicable scheduled meetings.
- F.     Submit all required forms and records in a timely and accurate manner.
- G.     Ensure that quality of instruction meets the 80% pass rate as stated in FAR 141.83.
- H.     Maintain proficiency in Redbird Flight Simulator.
- I.     Participate in bi-annual advisory meetings.
- J.     Meet the standards of the college's Quality Faculty Plan.
- K.     Maintain regular and consistent attendance at work.
- L.     Other duties as may be assigned.

- VI. **Responsible To:** Department Chair, Information and Transportation Technology
- VII. **Position Level:** Adjunct-Exempt-Traditional Funding, "at-will" employment on a letter of employment.
- VIII. **Start Date:** Immediate
- IX. **Position:** Replacement – Michael O'Connor
- X. **Yearly Employment Length:** Four term, part-time
- XI. **Schedule:** 20-25 hours/week, flights as scheduled
- XII. **Funding Year:** August 26
- XIII. **Funding:** TINS 10-2-4470-03-52100 100%
- XIV. **Salary:** \$550 per month plus \$20.00/hour flight time
- XV. **Closing Date:** Until Filled
- XVI. **Application:** Send letter of [Application](#) and Resume  
Human Resources  
Indian Hills Community College  
525 Grandview Ave.  
Ottumwa, IA 52501  
Email: [hr@indianhills.edu](mailto:hr@indianhills.edu)