

## **COORDINATOR, FLIGHT TRAINING PROGRAM**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of Flight Training Program staff, including day-to-day operations of the flight school and flight simulators; coordinates, monitors, and provides technical input for assigned program operations, maintenance, and related projects and programs; maintains safety of students, staff, and faculty; ensures adherence to Federal Aviation Administration (FAA) regulations, Transportation Security Administration (TSA) requirements, and District policies and procedures; provides responsible technical assistance to the Department Chair and the Dean and Associate Dean, Technology and Health; performs a variety of technical tasks relative to the assigned functional area.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean and Associate Dean, Technology and Health. Exercises technical and functional direction and training to student workers and less experienced staff.

### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, overseeing, reviewing, and evaluating the work of Flight Training Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in aeronautics, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Associate Dean, Technology and Health in that the latter assists in managing all functions of the department and serves as "second-in-command" to the Dean.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, assigns, oversees, and reviews the work of assigned instructional and student staff and contractors of the Flight Training Program.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
3. Evaluates flight instructor and student assistant performance; assists in selection of staff and selection of contractors.
4. Trains staff and contractors in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
5. Monitors operations and activities of the Flight Training Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
6. Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
7. Oversees the use of and operation of tools and equipment; ensures that tools and equipment are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment; verifies fuel usage.
8. Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

9. Plans, develops, organizes, and coordinates training manuals, syllabi, and other materials for students and staff; establishes guidelines for standardizing instruction and training for staff, students, and contractors.
10. Acts as a liaison between flight training instructional staff and the Aeronautics Department.
11. Makes recommendations on new sources of funding and writes proposals as appropriate.
12. Coordinates student orientations, maintains online scheduling systems, and maintains student records.
13. Makes recommendations to the Aeronautics Department Chair on facility, aircraft, simulator, and other training needs.
14. Prepares and presents various reports and other necessary correspondence; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.
15. Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
16. Stays abreast of new trends and innovations in flight training program operations and services; researches emerging products and enhancements and their applicability to District needs; keeps staff and the Aeronautics Department updated on new regulations and training techniques and changes in flight training requirements.
17. Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of employee oversight, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
2. Principles and practices of flight training program development and administration.
3. Principles, practices, equipment, tools, and materials associated with flight training programs.
4. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including FAA regulations and TSA requirements.
5. Basic principles and practices of budget program development, administration, and accountability.
6. Safety principles, practices, and procedures.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Record keeping principles and procedures.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills and Abilities to:**

1. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
2. Oversee, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
3. Organize, implement, and direct flight training program services, projects, and activities.
4. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
5. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

6. Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
7. Operates and maintains flight training program related equipment and tools safely and effectively.
8. Develop cost estimates for supplies and equipment.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Prepare clear and concise reports, correspondence, procedures, and other written materials.
11. Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
12. Participates in the making of decisions within established policy and procedural guidelines.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making decisions.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college or university in aeronautics or related field and two (2) years of experience teaching and/or supervising a flight training program.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid FAA Certified Instrument Flight Instructor rating for airplanes.

**PHYSICAL DEMANDS**

Must possess mobility to work in an office environment and in an airplane hangar environment, including a computer and flight simulators; to operate varied instruments, equipment, and tools; to operate a motor vehicle to visit various District and meetings sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although the job occasionally involves fieldwork requiring waling and standing in operational areas to perform work and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 25 pounds. Incumbents must meet FAA physical and mental standards for maintaining license.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confined spaces, dust and fumes, mechanical, electrical, and material hazards, and moving equipment and machinery. Incumbents may interact with staff and/or students in interpreting and enforcing departmental policies and procedures.