

## **Director of Training**

### **Job Description:**

The Director of Training must be highly motivated to lead all aspects of pilot and flight attendant training. They will be expected to develop and implement training curriculums as required by regulations for flight operations.

### **Essential Responsibilities:**

- Responsible for training documentation and coordinating training requirements for Pilots and Flight Attendants.
- Rely on guidance in the FAA approved training programs for Pilots and Flight Attendants in the scheduling and assignments of personnel to training.
- Responsible for maintaining Pilot and Flight Attendant training records in the electronic record keeping system.
- Responsible for providing oversight to the Manager of Crew Records when entering, maintaining, and auditing Pilot and Flight Attendant Qualifications Records in the Online Database.
- Ensures all training complies with the FAA-approved training program.
- Assist in conduct of actual training.
- Participates as a ground instructor on Company specific curriculum segments as required.
- Assists the VP of Operations with oversight of the Crew and Cabin Crew Training department and Training Programs.
- Has application oversight of the Crew.
- Responsible for maintaining training records.
- Responsible for development of training courses, updating current courses due to subject matter or manual changes.
- Be able to conduct live classroom training.
- Reports to the VP of Operations.

### **Job Requirements:**

- Detailed knowledge and understanding of training requirements for Pilots and Flight Attendants.
- 5+ years of experience in the aviation industry.
- Proficient in record keeping procedures as well as PowerPoint presentations, Learning Management or Computer/Web-Based Training programs
- Prior experience as an instructor is preferred.
- Must be able to travel, work independently, and be self-motivated.