



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Chief Pilot & Program Development

40% Assignment

Closing Date: January 27, 2026

Objectives of Assignment:

Key Objectives of the Assignment/Position

- 1. Ensure Safe and Compliant Flight Operations**
Support the planning and operation of daily flight activities while ensuring strict adherence to FAA regulations and institutional safety policies.
- 2. Coordination Of Aircraft Maintenance and Repairs**
Work with appropriate vendors to support the regular and ongoing maintenance of the flight program's equipment. Communicate with vendors and business services staff regarding the timely submission of invoices and maintenance agreement adherence elements.
- 3. Maintain High Standards of Instruction and Student Progress**
Support flight instructors, conduct progress checks, and provide instructional support to ensure students meet training milestones effectively.
- 4. Enhance Program Coordination and Communication**
Participate/lead instructor meetings, participate in departmental meetings, and collaborate with the Division Chair, Aviation Department Chair, and Administration to align program goals and operational practices.
- 5. Collaborate with the Division and Aviation Department Staff for Program Development**
Participate and provide key input into the improvement of existing courses and development of new courses and programs.

6. Interact With Outside Agencies Such as the FAA, NTSB and TSA.

Interface with regulatory agencies that have oversight over aviation flight operations and ground instruction. These include, but are not limited to the U.S. Federal Aviation Administration, U.S. National Transportation Safety Board and U.S. Transportation Security Administration.

7. Monitor and Improve Safety Protocols

Conduct safety inspections, revise safety practices, and serve on relevant safety committees to promote a culture of safety and continuous improvement.

8. Maintain Accurate Records and Regulatory Compliance

Ensure thorough documentation of flight training activities, student progress, and aircraft usage in accordance with FAA and college standards.

9. Provide Student Support and Instruction

Respond to student inquiries, conduct evaluation flights, and offer ground and/or flight instruction as needed to support student success.

10. Assist in Emergency Response and Operational Continuity

Share on-call responsibilities and contribute to emergency response efforts to ensure uninterrupted and safe flight operations.

Description of Assignment:

The following are the expected duties of the Chief Pilot. Chief Pilot duties are in addition to those of an Aviation Instructor.

The Chief Pilot is responsible for supporting and coordinating all aspects of flight training operations within the Aviation Department. This includes direct coordination with flight instructors to ensure consistent instructional quality and adherence to established teaching standards and policies. The Chief Pilot plays a critical role in maintaining the safety and regulatory compliance of all flight activities, ensuring alignment with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and National Transportation Safety Board (NTSB) regulations.

Key responsibilities include scheduling flight labs in collaboration with the Department Chair, managing instructor and aircraft assignments, and coordinating aircraft maintenance and repairs to support uninterrupted and safe training operations. The Chief Pilot also oversees the maintenance of flight training records and prepares operational reports to support program effectiveness.

In the event of aircraft, student, or instructor incidents, the Chief Pilot leads emergency response efforts in coordination with the Technology & Aviation Division, Department Chair, and other college administrators. The role requires ongoing collaboration with department leadership to ensure compliance and continuous improvement in curriculum, instruction, and operational practices.

Additional duties may be assigned as necessary to fulfill the scope and purpose of the Chief Pilot role and to support the mission of the Aviation Department.

Supervision Exercised and Received: Supervision is received by the Dean of Instruction, Career Education and Workforce Development.

Tasks and/or Activities Required:

- Oversee all flight training operations, including coordination with all flight instructors.
- Development, implementation, and ongoing coordination of flight training teaching standards and policies.
- Oversee the safety of flight operations.
- Ensure flight training compliance with government regulations, including those of the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and National Transportation Safety Board (NTSB).
- Scheduling flight labs (in collaboration with Department Chair), including instructors, students, and aircraft.
- Coordinating and ensuring aircraft maintenance and repairs.
- Oversee the maintenance of flight training records and prepare reports to support flight lab operations.
- Emergency response in the event of aircraft/student/instructor accidents or incidents, along with the Technology & Aviation Division, Department Chair and other college Administrators.
- Coordination with the Aviation Department Chair and Technology & Aviation Division Chair as necessary for compliance and flight operations management.
- Support the aviation programs' continuous development in areas of curriculum, instruction, and operations.

Preferred Qualifications:

- Bachelor’s Degree — Any discipline
- FAA Commercial or ATP Certificate with Airplane Single Engine Land Category/Class, Certified Flight Instructor Airplane (CFI-A)
- FAA 3rd Class Medical Certificate, 2nd Class preferred
- Experience managing the maintenance of general aviation airplanes
 - Small fleet experience preferred
 - FAA Airframe & Powerplant Mechanic Certificate preferred
- FAA Part 141 flight school teaching experience

Stipend and/or Released Time:

Extra pay at the equivalent rate of 20% release time for Chief Pilot duties and 20% release time for program development.

Term of Assignment:

3 years with annual review

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to _____.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

Released Time/Extra Pay Assignment
Application



RT/EP APPLICATION FORM

**Position Title: Chief Pilot Program
Development**

40 % Released Time

Closing Date: January 27, 2026

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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