

## 1.0 DUTIES AND RESPONSIBILITIES

The Team Leader is responsible for creating a safe training environment for our customers and ensuring that our employees follow and comply with Aeroguard's safety regulations.

Responsibilities include:

- Ensuring his/her team to meet or exceed set performance goals including:
  - Ensure students either maintain or exceed their training timeline
  - Minimize aircraft/training overage hours for all students
  - Partner with QA department to ensure quality control within their team
- Managing, coaching, mentoring up to 15 reports including Managers and Line Instructors
- Ensuring company policies and procedures are adhered to by all students and instructors
- Team Champion for all company communication including Safety and Operating Principles. Ensure these are adhered to
- Biweekly completion of all team payroll information, managing vacation requests, tracking sick days
- Coordinating instructor resources with their team to ensure maximum efficiency
- Overseeing communication with scheduling and dispatch
  - Verify schedule is done on time and in a quality manner
  - Verify all check ride paperwork completed and submitted to scheduling
  - Verify that all cancellations get communicated
- The Team Leader is expected to assist with production flights and stage checks as necessary
- Attend weekly staff meetings to discuss class progress with management

## 2.0 REQUIREMENTS

### 2.1 EDUCATION

- Preferred Associate's Degree or 60 hours completed at an accredited university or college.
- Preferred qualifications as a Part 141 Stage Check pilot.
- Individual performance as a flight training instructor will be considered (stage check pass rates, check ride pass rates, test scores, etc.)

### 2.2 EXPERIENCE

- Minimum of at least 1 year of first line supervisory experience supervising a minimum of 5 employees at a given time.



**2.3 SKILLS AND ABILITIES**

- Able to sit or stand for extended periods of time throughout the work day.

**2.4 KNOWLEDGE**

- Proficiency with MS Excel and Word.

**2.5 EQUIPMENT/MACHINERY USED**

- General office equipment including a personal computer, facsimile, copier, laminating machine, labeling machine, etc.

**3.0 PHYSICAL AND SAFETY REQUIREMENTS**

- Will be working primarily inside the facility.
- Frequent exposure to aircraft, simulators and equipment.
- May require prolonged periods of sitting or standing and computer use.

**4.0 OTHERS**

- Extreme attention to detail.
- Self-starter, does not wait for others to provide work, finds ways to keep busy or help others.
- Works with minimal supervision.
- Innovative/creative, finds faster ways to do things to save time to the organization and the client.
- Flexible/adaptable to fast changing pace and instructions according to client priorities.
- This position is listed as Exempt

I have read and understand the duties outlined in this job description.

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Employee Signature

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Supervisor Signature

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Employee Printed Name

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Supervisor Printed Name

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Date Signed

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Date Signed