



Job Description – Chief Flight Instructor
Independent Contractor

October 27, 2025

Title: ***Chief Flight Instructor***, Eastern Slope Aviation Academy (ESAA), Part-time independent contractor position.

Description: The ***Chief Flight Instructor*** will be responsible for ensuring all ESAA operations are conducted safely and effectively. To this end, the Chief Flight Instructor represents the ESAA President and Board of Directors in their absence. The Chief Flight Instructor will work independently on Aviation Academy administrative tasks and on assignments given by the Aviation Academy President. This person must be a proven detail oriented self-starter with excellent writing skills (i.e. press releases, website updates, emails and advertising), an expertise with spreadsheets (MS Excel), and has the aptitude to learn the Academy's POS financial software, Flight Circle. Job duties will be performed remotely or at the Aviation Academy Classroom.

The ***Chief Flight Instructor*** will attend monthly Board of Directors meeting as a *nonvoting* member.

Chief Flight Instructor Typical Tasks & Responsibilities:

- Supervise ESAA flight operations to ensure safe, effective training of ESAA students. This does not mean watch over every single flight, but the Chief Flight Instructor must monitor enough activities to ensure adequate safety oversight.
- Monitor ***Flight Circle*** daily and work on issues with scheduling, student membership and payment, and aircraft maintenance. Become proficient enough to correct FC issues or consult with FC service personnel to correct them.
- Hold regular instructor meetings to ensure standardization of instructors and their awareness of the latest trends.
- Oversee aircraft maintenance to ensure ESAA aircraft are safe for the conduct of student training.
- Respond to ***Aviation Academy*** email, fly@easternslopeaviationacademy.org inquiries and follow-up as needed. Review AvAc membership applications when received and follow-up with standard procedure letter.
- Help web contractor with updating the website. Add new items to the website regularly. Establish a regular social media presence for the Academy on multiple sites including Facebook, Instagram and others. Prepare newspaper ads.

- Provide communications & marketing skills needed to extend the Academy geographic coverage.
- Assist Board Committees with their functions and event planning. i.e. Young Eagle Flights, Discovery Flights, 2026 Aviation Day Planning, STEM Aviation summer camp, Mini Camp, etc.
- Help celebrate student pilot's "first solo" and private pilot license.
- Knowledge and understanding of FAR Part 61 and Part 141 flight school operations, procedures and requirements.
- Provide check rides for new instructors.
- Revise and update Instructor Manual as necessary.
- Assist Bylaw Committee with Bylaw changes.
- Be responsible for snow removal in front of hangar doors.

Requirements:

- Commercial, instrument and CFII ratings
- Current FAA medical certificate
- 1500 hours total flight time
- 500 hours dual instruction given
- Experience and ability to teach Private Pilot and Instrument Ground School
- Knowledge of FAA regulations and training standards
- Previous supervisory experience
- Ability to manage and motivate teams.
- Be readily available for calls and meetings with the President

Time required:

The *Chief Pilot* will perform the above tasks in approximately 15 – 20 hours per week.

Compensation:

The *Chief Pilot* will be compensated hourly depending upon experience. Invoice the Aviation Academy via email for hours worked twice a month.

Nondiscrimination:

Eastern Slope Aviation Academy is committed to equal opportunity. We prohibit discrimination based on age, sex, color, religion, disability, marital status, political affiliation, or sexual orientation.

To Apply:

Send resume to fly@easternslopeaviationacademy.org.