

INSTRUCTOR RESPONSIBILITIES

Flight and Ground School Instructors will maintain a high standard of professionalism in both Ground and Flight Training.

1. All courses will be taught using the FAA approved training materials and syllabus. Additional materials may be used. Weather or student needs may require the instructor to temporarily deviate from the exact syllabus, however, the instructor must return to the correct sequence as soon as possible.
2. Each instructor will be issued one initial uniform shirt and patches to be worn when instructing Ground or Flight School. A nametag will be worn. Military pilots may wear their military wings: civilian instructors may wear civilian instructor wings. Instructors will dress professionally in a neat and well kept appearance. Shorts and sandals are not permitted by instructors, students or members. This is a Military Flight School/Flight Training Center and our standard of dress is in keeping with the US Air Force's dress standards.
3. Flight Instructors will attend Standardization meetings, unless excused by the Manager or Chief Instructor. If two meetings are missed consecutively (excluding duty requirements) the Flight Instructor's contract may be canceled.
4. Flight Instructors will attend all Safety meetings and not schedule Ground School or flights during this period, unless extreme circumstances require a waiver. The Manager or Chief Instructor may waive this requirement.
5. Instructors will be at the FTC and prepared for the next lesson PRIOR to the scheduled lesson start time.
6. All appropriate Log Books, Student Folders, and PIF entries will be made by the Instructor prior to the student's departure. The Instructor will ensure that the student signs their training folder following each training session. Training Folders are to remain in the Chief Instructors office and may not be kept at the instructor's desk.
7. Private Pilot students will be encouraged to start taking the written local exams by the fifth (5th) lesson and must complete all tests prior to solo.
8. The Manager and Chief Instructor will make all student assignments to Instructors. Instructors may not "pass" a student on to another instructor.
9. Instructors may not instruct a "member of their family", anyone the instructor is involved with, or someone in their "chain of command".
10. Instructors are encouraged to recruit their own students and fly with them, IF items 8 and 9 above are complied with.
11. Instructors are responsible for their own students while they are on a solo cross-country flight. If an Instructor is not available to monitor the flight, the Instructor must make arrangements with the Chief Instructor or Manager for someone else to monitor the flight.
12. Instructors will clear their own students or arrange with another instructor who is briefed to clear the student.
13. Instructors will not teach at another flight school unless a waiver is obtained from the Manager and Chief Instructor.
14. Instructors will observe students' pre-flight procedures.
15. Instructors will do all pre and post flight briefings in their office or in the ground school room. No briefings will be conducted outside of these areas.
16. If their schedules will permit making future commitments, following each flight the instructor and student will schedule their next flight.
17. Instructors will check the FTC's "on line" schedule periodically for any changes.

ROCKY MOUNTAIN USAF FLIGHT TRAINING CENTER STANDARD OPERATING PROCEDURES

18. it is the Instructor's responsibility to schedule school progress check rides and the FAA check rides for their students.

19. An Instructor should only endorse their student for a check ride when they are certain that the student is capable of passing their ride. A failure on a check ride is NOT a good learning experience. Uncertainty of a student's skills and ability to pass a ride is justification NOT to sign them off. Remember YOU are the Instructor.

20. Each instructor has an assigned work area for their and their student's use, use it and keep it neat. However, you certainly may have personal photos, etc. in your office.

21. The Flight/Ground Instructor is to provide a service to the student NOT the student to the Instructor.

22. Discuss student problems PRIVATELY with the Chief Instructor or the Manager, not with other instructors or members.