



Job Posting: Chief Flight Instructor

The Alberta College of Aeronautics (ACA) is an accredited post-secondary institution and Flight Training Unit with our own AMO and a focus on collegiate-level aviation education. The college operates a modern fleet of new Diamond aircraft, including DA20s, a DA42, as well as an ALSIM ALX simulator in addition to classic Cessna C172 trainers.

The Academic Directorate is responsible for the day-to-day operations of the College. Key functions of the department include: leading academic program quality, teaching and learning; ensuring communication and cooperation between the academic, flight operations and maintenance department, as well as developing and utilizing Quality Review processes. Primary department goals are to effectively deliver and continuously develop the highest level of aviation programming and to ensure compliance with Federal and Provincial collegiate and flight training requirements. This directorate serves to maintain academic training standards as well as develop new curriculum and continuously improve current programs. It is also responsible for the operation of all training flights and flight safety through its Flight Support office. This directorate will ensure compliance to both internal and external stakeholders for all program learning outcomes.

The role of the Chief Flight Instructor answers to the Dean of the College and ensures the safe and efficient functions of the College flight operations.

See details and requirements below:



The Chief Flight Instructor (CFI) holds a position of regulatory authority and leadership within the College's Academic Directorate. The CFI reports directly to the Dean and is responsible for ensuring that all flight training operations are conducted in accordance with applicable Canadian Aviation Regulations (CARs), College policies, and Transport Canada (TC)-approved procedures.

The responsibilities of the Chief Flight Instructor include, but are not limited to:

- a) Maintaining direct oversight of all flight training programs, including the development, delivery, and continuous improvement of training in accordance with CARs 406.03 and 426.22.
- b) Ensuring that all flight instructors meet initial and recurrent qualification standards as outlined in the approved Training Manual and Transport Canada requirements.
- c) Supervising, mentoring, and evaluating flight instructors to maintain high standards of instruction, safety, and professionalism.
- d) Ensuring that each flight training operation complies with the College's Flight Training Manual (FTM), Flight Operations Manual (FOM), and Standard Operating Procedures (SOPs).
- e) Providing leadership in flight safety, including the identification and mitigation of hazards, proactive engagement in safety reporting systems, and support of the College's Safety Management System (SMS).
- f) Participating in and supporting the College's Quality Assurance Program, including internal audits, feedback cycles, and corrective action plans related to flight training operations.
- g) The CFI is further encouraged to pursue self-improvement / professional development and seek out new industry research and best-practices to drive improvements to department safety policies, find efficiencies to operations and increase flight training effectiveness where possible.

Program Leadership Development (iATPL)

The Chief Flight Instructor is expected to progressively assume broader responsibility over the iATPL program, including long-term planning and direct program administration. This includes:

- a) Participating in curriculum planning and validation for the integrated ATPL (iATPL) program in accordance with Subpart 406 of the CARs.
- b) Demonstrating a working knowledge of all elements of the approved iATPL Training Program and taking increasing responsibility for its oversight.
- c) Collaborating with the Dean of Programs and Aviation Academic Coordinators to ensure the program's continued alignment with TC standards and Alberta Education requirements.
- d) Progressively transitioning into full operational responsibility for managing the iATPL program, including instructor assignments, scheduling, curriculum review, and quality assurance measures

This developmental expectation will be supported through mentorship, professional development, and phased delegation of program management tasks, with the goal of full iATPL program oversight under CARs authority within a reasonable time frame to be determined by the College.



Salary

- Ranges \$78,000 to \$93,000 annually, dependent on qualifications and experience

Benefits

- Paid Vacation
- Continuous Professional Development
- Health Benefits
- On-Site Parking
- Company Events
- Annual Bonuses

Qualifications Required

- Transport Canada Class 1 or Class 2 Flight Instructor Rating
- Multi-Engine & Group 1 IFR Rating preferred
- Able to legally work in Canada
- Relocate (as required) and commute to CEZ3 Airport (Edmonton/Sherwood Park)

As the needs of the College change the duties and location of the role within the College may be adjusted accordingly.

Ready to apply? Email us an application at careers@acaeronautics.com