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# Example of Maintenance Instructor Job Description

Our company is growing rapidly and is looking to fill the role of maintenance instructor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for maintenance instructor

* Assists in the development and updating of the program maintenance training system
* Assists new personnel with the transition to the program pay, travel and standards policies and procedures
* Developing, reviewing and revising all course documents, Course Training Standard (CTS), Course Instructional Plan (CIP), Criterion Referenced Test Items, Criterion Referenced Checklists, End-of-Block (EOB) and End-of-Course (EOC) test items and any other documents associated with courses for which they are responsible
* Conducting technical, academic and professional training courses as required
* Maintaining class and student records
* Maintaining and modifying training equipment as required
* Providing qualification training for new instructors when assigned as trainers
* Preparing, developing, and updating course control documents and teaching material for instructional tasks, I.A.W
* Performing “Aircraft Familiarization” for Tornado IDS aircraft
* Introduction and maintenance procedures for the M109 155MM Self Propelled Howitzer

## Qualifications for maintenance instructor

* Candidate must be able to develop, conduct and evaluate effectiveness of basic technical training
* The candidate is required to prepare training courses to include course materials and technical/training manuals and materials that reflect the customer's actual aircraft configuration
* The candidate must be proficient in preparation of lesson plans, curriculum outlines and POIs
* The candidate must be proficient in conducting training on technical materials
* The candidate is expected to use current teaching techniques, advanced presentation skills and instructional methods
* Proficiency with Power Point and Microsoft Office products, including Outlook, Word, Excel