

## **JOB DESCRIPTION**

**JOB TITLE:** RQ-4 Sensor Operator Instructor SME

**SUPERVISOR:** Site Lead

**LOCATION:** Grand Forks AFB, ND

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### **PURPOSE OF POSITION**

Instruct students and act as an RQ-4 Subject Matter Expert (SME) for the U-2/RQ-4/T-38 CAT/CWD contract.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Must possess a high school diploma or equivalent.

#### **Training and Experience:**

- Must possess previous experience as an RQ-4 Sensor Operator.
- Pass and maintain FAA Class III and/or Air Force flight physical requirements.
- Must meet AFI 11-2RQ-4, Vol. 1, Chapter 2, Instructor SO prerequisites prior to certification as RQ-4 ISO.
- Must complete a formal Criterion Referenced Instruction (CRI) course within 6 months after start of training as an instructor. Completion of the Air Combat Command Classroom Instructor Course or MAJCOM equivalent satisfies the CRI requirement.
- Instrument Refresher Course (IRC) Instructors require the following additional qualifications:
  - Must be graduate of Air Force Advanced Instrument School (AFAIS) at Randolph AFB, TX, Oklahoma City, OK, or equivalent.
  - Must have concurrent U-2/T-38 or RQ-4 instructional duties.

#### **General Skills:**

Must be able to handle multiple tasks, a self-starter, flexible in work assignments, detail oriented, highly organized, possess good interpersonal and written communication skills, and work under limited supervision.

#### **Computer Skills:**

Proficient in Microsoft Word, Excel and Outlook. Familiarity with normal government software and hardware.

#### **Security Clearance:**

Must possess and maintain a TS/SCI clearance. (Requirement applies to flying instructors only. All others must possess and maintain a Secret security clearance.)

### **DUTIES AND RESPONSIBILITIES**

- Prepare classroom for instruction.
- Issue, track and receive any lesson-related student materials or equipment as required
- Perform academic instruction as required by the applicable syllabi or training plans.
- Monitor self-paced and computer-based instruction to provide academic instruction as required
- Coordinate and conduct aircraft preflight training required to support the syllabi.
- Review desired learning objectives with students in preparation for examination/evaluation.
- Administer, score and debrief student examinations IAW established policy
- Accomplish and archive trend analysis and evaluation
- Develop, review, and respond to end-of-phase and end-of-course critiques of academic instruction.
- Develop and maintain continuity folders, production folders, and student grade books

- Perform other incidental and related duties as required and assigned.

### **SUPERVISORY/MANAGEMENT RESPONSIBILITY**

None

**NOTE:**

*In filling a vacant position, preferred or required credentials regarding education, training, experience, skills, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.*

*The order of duties and responsibilities listed in this job description is not designed or intended to rank the duties and responsibilities in any order of importance relative to each other.*