



**HERZING**  
UNIVERSITY

**VACANCY ANNOUNCEMENT**

**Open Date: 11/1/10**

**Close Date: 11/31/10**

**\*Applications accepted until the position is filled**

**Flight Instructor/Ground Instructor**  
**(1099 Contract)**

Status: Full-time, Hourly Instructor Pool

Reports to: Chief Instructor

FANO welcomes instructors with a vision of excellence in instruction and a commitment to employing a variety of formats, settings and styles to lead students to successful completion of their flight ratings. FANO seeks instructors who can adapt to a variety of teaching situations and who have the ability to work effectively with students, colleagues, staff and others in a climate that promotes cultural diversity and multicultural understanding.

The person hired for this full-time position serves in a combined role and is responsible for 1) Providing flight, simulator, and ground instruction in accordance with Herzing University, Flight Academy of New Orleans, and FAA regulations and procedures, and 2) Developing course content, preparing schedules, maintaining records, and ensuring the course standards, training requirements, and objectives are met by each student in each flight course.

The Instructor hired for this position will report to both Flight Academy of New Orleans and Herzing University.

*Principle Duties and Responsibilities:*

**I. INSTRUCTING**

- Perform those flight instructor duties authorized by the Federal Aviation Regulations in accordance with the approved Training Course Outline.
- Ensure all students understand and practice all aspects of Herzing University and Flight Academy of New Orleans Aviation Safety Program.
- Regularly schedule each assigned student to ensure satisfactory progress through the course and immediately inform supervisor of any delays in training or satisfactory progress.
- Responsible for accurately maintaining all appropriate records to include student training record, student logbook, and computer records.
- Ensure the course standards, training requirements, and objectives are met by all assigned students as stipulated in the applicable Training Course Outline.
- Initiate stage check and requests for assigned students.
- Responsible for the timely course completion of all flight students assigned, including completion of required paperwork and assignment of final course grade.
- Monitor the maintenance condition of the training aircraft and inform Herzing University and Flight Academy of New Orleans maintenance personnel of any questionable items.
- Recommend curriculum and courseware improvements when appropriate and develop new curriculum or courseware as assigned.
- File incident reports as necessary to report any observed safety violations, or situations that may affect the safety of flight.
- Attend administrative, standardization, in-service training, and instructor development meetings as assigned.
- Other duties as assigned.

## II. TEACHING

- a. Student Awareness:
  - Interact in a fair and impartial way with students.
  - Promote and assess student academic achievement.
  - Counsel students within the norms of society and the regulations of the college.
  - Motivate students.
- b. Instructional:
  - Effectively plan and organize lectures and labs in accordance with the college course outlines.
  - Present course material in a manner that will interest and motivate students.
  - Effectively utilize class time.
  - Prepare and effectively utilize homework.
  - Maintain class discipline.
  - Encourage student dialogue and analytical thought.
  - State course objectives at the first class meeting in a course.
  - Explain the course grading system at the first class meeting in a course.
  - Promptly return graded student work.
  - Effectively use instructional techniques.
  - Assist students in assigned lectures and labs.
  - Satisfy course objectives.

## III. SERVICE

- a. Administrative:
  - Enforce the college rules as published in the Student Handbook.
  - Report class attendance in accordance with the college policy and procedure.
  - Submit grades and records accurately and promptly in accordance with the college grading policy and procedure.
  - Report any college-related problems to the Academic Dean or College President.
- b. Professional:
  - Serve on academic committee(s) (e.g., Curriculum Development, Assessment of Student Academic Achievement, etc.) as assigned.
  - Actively participate in campus and college activities.
  - Attend meetings and classes on time.
  - Cooperate with all faculty and staff.
  - Adapt to course assignments and scheduling needs.
  - Participate when needed in local and college curriculum development activities.
  - Assist the academic administration with assigned curricular and administrative activities.

## IV. SCHOLARSHIP

- a. Professional and Personal Development in Teaching Discipline:
  - 1. Complete degrees appropriate to the courses taught if needed—see “Education and/or Experience Requirements” below
  - 2. Remain current in the teaching discipline through:
    - Regular interaction with industry professionals through advisory boards, site visits or other structured contact,
    - Participation in professional associations and societies,
    - Active reading and study in the teaching discipline,
    - Participation in professional conferences, preferable as a presenter, and/or,
    - Completion of professional seminars or continuing education courses in the teaching discipline.
- b. Scholarship of Teaching:
  - Study the art and science of teaching through reading and/or course work.
  - Complete professional development activities in accordance with the college’s professional development policy and the individual faculty member’s professional development plan as outlined by the Academic Dean.
  - Experiment with various teaching methods and share the results with colleagues.

## QUALIFICATIONS

### Required Education and Experience:

- Bachelor's degree from an accredited institution in Aviation, Management, Education or related field with two years in the field or one year teaching or specialized certification/licensure or Associates degree in Aviation, Management, Education or related field with two years in the field or one year teaching or specialized certification/licensure.
- Three years experience in leadership of a Federal Aviation Administration Regulations (FAR) Part 141 pilot school which conducted private pilot, instrument pilot, commercial pilot, multi-engine pilot, and flight instructor courses.
- Candidate must possess pilot credentials, which meet all requirements specified in FAR Part 141.36 for the Private Pilot through Multi-Engine Instructor courses.
- 2-3 years recent aviation related training delivery experience. 1 years classroom teaching experience.
- A current and valid FAA Certified GROUND INSTRUCTOR certificate, or equivalent issued by an ICAO.
- 1 year experience developing computer delivered training courseware.
- Proven ability to work with a team in a fast paced environment.
- 2,000 hours total flight time and 500 dual given.
- 1 year of either Assistant Chief Instructor or Stage Check experience.

### Preferred Skills and Traits:

- Imparting excitement and enthusiasm into teaching.
- Expert knowledge of subject matter of courses taught through academic study and professional experience.
- Excellent people skills.
- Demonstrated teaching skills.
- Adapting to a variety of teaching situations and learning styles.
- Communicating effectively in oral and written English.
- Working effectively with colleagues, staff, students, administrators, and others of various cultural and socio-economic backgrounds. Team Attitude.
- Contributing to the school's diversity initiatives and foster a climate of multicultural understanding and appreciation.
- Safety-first attitude.
- Punctuality.
- Professional appearance.

### PHYSICAL WORK ENVIRONMENT

Physically and mentally demanding work environment with a high degree of confidentiality. Knowledge and use of computers for weather briefs, email correspondence, and other information is important. During a typical shift, the FI may rotate between teaching ground, conducting flight sessions, and facility/aircraft maintenance. Shifts will be assigned in an effort to minimize long hours, but the FI must be open to overtime when necessary to meet customer demands. Weekends, from Friday evenings through Sunday afternoons, are extremely busy times. All FI's must be available for weekend shifts, and Saturday shifts may be required each and every week.

While performing the duties of GI, the instructor is regularly required to talk or hear. The Instructor frequently is required to use hands to finger, grasp, handle, or touch objects. The instructor is occasionally required to stand, walk, sit, and reach above shoulders.

### DRUG AWARENESS POLICY

To maintain a safe environment for everyone, FANO and Herzing have a no-tolerance policy for substance abuse. An FI must be in top mental and physical condition when reporting to work. FANO/Herzing may conduct periodic testing for illegal drugs without notice.

### PHYSICAL DEMANDS

Must hold a current FAA Class I, or Class II Medical Certificate.

### PRODUCTIVITY AND PERFORMANCE

Perform an average of 46 instructional hours per two-week pay period.  
Maintain 80% pass rate for final review and stage checks.

**SUPERVISION RECEIVED**

Minimal.

**SUPERVISION PROVIDED**

Responsible for monitoring student progress.  
May also supervise student workers.

**TERM OF EMPLOYMENT/SALARY**

This is a full-time contract assignment. Instructor Flight Salary is based on Flight Academy of New Orleans' Part-Time Salary Schedule and dependent on number of contact hours for the assignment. Instructor Ground Salary: negotiated with Herzing University and dependent upon qualifications and number of classes taught for the assignment.

**CONDITIONS OF EMPLOYMENT**

- If an instruction assignment is offered, an employment and confidentiality agreement exists.
- In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire.
- Other conditions that may apply will be detailed upon offer of employment
- The listing of the job duties/responsibilities is not necessarily inclusive for this position.
- Omissions of specific statements do not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

**I certify that I have read this job description and acknowledge the duties and responsibilities assigned to me as an employee of Herzing University and Flight Academy of New Orleans LLC.**

Date \_\_\_\_\_

Employee Name (please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

**APPLICATION PROCEDURE**

To be considered for this position, please submit the following:

- **Flight Academy of New Orleans Application**
- **Current Resume**
- **Unofficial Transcripts** documenting highest degree
- **Federal and State Reporting Form** (*optional but requested*)

Application deadline is **November 15, 2010**. Review of applications will begin immediately and continue until a qualified pool is established. Incomplete applications will not be considered. Application materials will not be returned. Mail or deliver application to:

**Office of Human Resources & Employee Relations  
Flight Academy of New Orleans LLC  
6101 Giuseppe Bellanca Street, Suite 200  
New Orleans, LA 70126**

**SELECTION PROCEDURE**

Completed application materials will be forwarded to the FANO/Herzing screening committee for review. Interviews may be conducted immediately after review of application materials or at some later date. The most competitive candidates will be interviewed and offers of employment will come directly from the FANO/Herzing Administration.