



VACANCY ANNOUNCEMENT

Open Date: 1/2/2017

Close Date: Until Filled

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

Flight Instructor/Ground Instructor

Status: Full-time, Hourly Instructor Pool (Potential Salary for Qualified Candidates)

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. FANO also seeks instructors that can adapt to the many facets of our business including but not limited to aerial tours of New Orleans.

The person hired for this full-time position serves in a combined role and is responsible for 1) Providing flight, and ground instruction in accordance with 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 and 3) Conducting aerial tours, photo flights, discovery flights, etc.

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 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 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 Flight Academy of New Orleans maintenance personnel of any questionable items. Complete proper documentation per Flight Academy guidelines (Aircraft Condition Record).
- 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

- 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 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.

III. TOUR OPERATIONS

- Perform those commercial pilot duties authorized by the Federal Aviation Administration in accordance with the 14 CFR Part 91 operations.
- Ensure the safety of each flight and passengers.
- Provide professional, courteous, informed service to each client. Know them by name and make them feel welcomed.
- Provide a unique and exhilarating adventure for each client, a memorable experience they will never forget.

QUALIFICATIONS

Required Education and Experience:

- Associates/Bachelor's degree from an accredited institution in Aviation, Management, Education or related field preferred.
- One year 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. (CFI, CFII, and MEI)
- For Assistant Chief, 2-3 years recent aviation related training delivery experience. 1 year 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.
- For Assistant Chief, 2,000 hours total flight time and 500 dual given. For FI, a minimum of 250 hours dual given.
- For Assistant Chief, 1 year of either Assistant Chief Instructor or Stage Check experience.
- Current 1st or 2nd Class Medical.

Preferred Skills and Traits:

- Imparting excitement and enthusiasm into teaching.
- 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, conducting aerial tours, and facility/aircraft maintenance. Shifts will be assigned in an effort to minimize long hours and each FI will be assigned one 24-hour period off, but the FI must be flexible 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. All staff meetings are mandatory. FANO does not guarantee the number of flight/ground hours expected to work.

DRUG AWARENESS POLICY

To maintain a safe environment for everyone, FANO has a no-tolerance policy for substance abuse. An FI must be in top mental and physical condition when reporting to work. FANO may conduct periodic testing for illegal drugs without notice and does require a pre-employment drug test.

PHYSICAL DEMANDS

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

PRODUCTIVITY AND PERFORMANCE

Perform an average of 60 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.

TERM OF EMPLOYMENT/PAY/SALARY

This is a full-time assignment paid hourly by flight time and ground time. Instructor Hourly Flight Pay is based on Flight Academy of New Orleans' full-time hourly flight pay Schedule and dependent on instructor experience and qualifications. Instructor Ground Pay: is based upon Flight Academy of New Orleans' full-time ground pay schedule. **Salary may be offered for qualifying candidates.**

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 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 **open till filled**. 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
5701 Walter Beech Street
New Orleans, LA 70126**

SELECTION PROCEDURE

Completed application materials will be forwarded to the FANO 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 by FANO Administration and staff and requested to complete a mock lesson. Offers of employment will come directly from the FANO Administration.