



## National Aviation Academy

[www.naa.edu](http://www.naa.edu)

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### Job Description and Minimum Expectations

**Position: Instructor AVT**

**Supervisor: Assistant Director of Education AVT**

#### **Job Responsibilities:**

To educate the students with all the information specified and required in our approved curriculum so that upon completion of the program the individual will have successfully developed the knowledge and professional skills to be licensed and employed as an Avionics Maintenance Technician.

All instructors must work as team members with all other instructors and staff in order to ensure that we will produce the best possible AVT technicians in the industry.

All instructors must conduct themselves in the most professional manner possible with their students. The true professionalism of the instructor will result in expertly trained graduates who are in demand in their field. This will also increase efficiency, safety and cost effectiveness for the school.

1. Each instructor will maintain a daily planner that details all the subject matter that must be covered each day. The lesson plans will meet or exceed the approved curriculum in each subject area.
2. Maintain a work book that will list all practical projects to be administered to the students as required by the approved curriculum.
3. Maintain a record in order to keep attendance and make-up hour data, grades of exams and projects.
  - a. The instructor will provide complete and up to date attendance and grade records to the Director of Education in order to keep all financial aid data current.
  - b. Upon completion of each term, the instructor will provide all completed grade and exam information to the Director or Education for transcript recording.
  - c. Upon completion of a term or block maintain the current Team academic point totals and pass them on to the next instructor and the Director.
4. The classroom environment must be neat and well organized in appearance, thus projecting the instructor and school in a professional manner.
5. The instructor must coordinate with the Hangar Supervisor for utilization of the hangar, and comply with the Hangar procedures manual when accomplishing the practical projects required by the approved curriculum.

## QUALIFICATIONS

1. To provide adequate instruction and supervision of the students, all instructors must have mechanic certificates with ratings applicable to subjects taught.
2. Additionally NAA requires that its instructors have at least three (3) years experience (either private or military experience is acceptable).

## NEW INSTRUCTOR REQUIREMENTS

1. Three or more years experience is required (though not necessarily as an instructor).
2. Hands on experience working as an Avionics Maintenance Technician (preferably in a supervisory capacity) is most desirable.
3. Exhibit the ability to use, follow, develop and update lesson plans and curriculum guides.
4. Possess the ability to interact and communicate well with a diverse group of students while maintaining control of the classroom environment.
5. Demonstrate the ability to properly introduce a comprehensive and detailed curriculum in a manner that is easily understood and retained.
6. Must be able to work and cooperate well with the other instructors; be willing to make constructive observations about the students, the curriculum, facilities and equipment.
7. Display a professional demeanor at all times.
8. Recognize and use constructive criticism, know how to work and cooperate with the director.

### **Personal Responsibilities and Attributes:**

- Must be at work on time and work assigned hours.
- Goal Oriented
- Maintain pleasant, professional, and teamwork oriented attitude and appearance.
- Must demonstrate and report effective time management.
- Consistently prove and lead by example that customer satisfaction is our highest goal.
- Consistently prove initiative, enthusiasm, and efficiency.
- Must demonstrate excellent communication skills.
- Must demonstrate willingness to learn.

**Required Education and Experience:**

-High School Diploma required Post-Secondary Degree preferred.

-Executive Administrative Assistant experience required.

-Strong knowledge of Microsoft Office required.

-Basic understanding of Internet.

I have read and understand the job responsibilities and minimum expectations for the AVT Instructor position. I understand that this can change and be added to at any time in order to achieve the critical goals of NAA. I have acknowledged and I subscribe to the NAA Mission, Vision, and Creed. I look forward to a rewarding career at NAA and will work to exceed the expectations of our customers, staff, and alumni.

Employee Signature: \_\_\_\_\_  
(EMPLOYEE NAME)

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
(SUPERVISOR NAME)

Date: \_\_\_\_\_