

TITLE	CLASSIFICATION	SALARY RANGE
Associate Dean, Public Safety/Basic Academy	Management Team Educational Administrator	28

SCOPE OF POSITION:

Under the direction of a Senior Dean, Public Safety, plan, organize, and direct the curriculum development, instructional delivery and student management for the Basic Law Enforcement program; manage risk identification, assessment and mitigation within the program; ensure continued State certification of the program; and train, supervise and evaluate the performance of assigned faculty and staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Ensure continued State certification of the Basic Law Enforcement Program in accordance with the California Commission on Peace Officers Standards and Training; develop and modify curriculum to meet law enforcement needs, District requirements and State regulations.
2. Collaborate with the Senior Dean to develop the program, monitor enrollment, integrate the program into the class schedule and balance workloads efficiently and within contract provisions; coordinate support activities including scheduling facilities, equipment and registration activities.
3. Manage risk identification, assessment and mitigation by providing law enforcement training in areas related to physical fitness, defensive tactics, tactical responses to crimes in progress, firearms, defensive driving, emergency response driving and pursuit driving.
4. Train, supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; direct adjunct instructor selection, training, evaluation, load assignment and scheduling in the Basic Academy program.
5. Manage student recruitment, orientation, testing and selection for the Basic Academy program; conduct orientations for new classes; and instruct selected sections of the program.
6. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; develop, manage or maintain State-required records related to test security, course safety, specialized instructor qualifications, curriculum and student records; develop surveys and manage statistical reports and other records to assess program effectiveness and student outcomes.
7. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; collaborate with public safety and State regulatory agencies to maintain and enhance the currency and effectiveness of presentations.
8. Facilitate and manage employing department's access to affiliated students and records by their departments; facilitate and manage placement activities and procedures for non-affiliated students by employing departments.
9. Participate in budget development for the Basic Academy program; plan, schedule, monitor and control expenditures in accordance with departmental priorities; analyze and review budgetary and financial data; and participate in the development of grants as requested.
10. Provide technical expertise, information and assistance to the Senior Dean regarding assigned functions; and assist in the formulation and development of policies, procedures and programs.
11. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

KNOWLEDGE OF:

1. Federal and State laws and regulations governing the basic law enforcement course.
2. Instructional methodology, course selection and budgetary procedures related to the course.
3. Risk identification, assessment, mitigation and management.
4. Program review and evaluation processes.
5. Grant writing techniques.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Represent the program and the College to law enforcement clients, the State regulatory agency and the community effectively.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

EXPERIENCE:

One year of formal training, internship or leadership experience reasonably related to this assignment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Graduation from P.O.S.T. Basic Academy and Supervisory P.O.S.T. certificate.