

TITLE: Coordinator, Public Safety/POST

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 12

SCOPE OF POSITION:

Under the direction of the Associate Dean, Public Safety/Basic Academy who serves as the Director, Police Academy; plan, organize, and coordinates the academies, ensure compliance with State accreditation requirements; trains and coordinates the evaluation of the performance of assigned faculty and staff. Performs all job duties in compliance with CA Commission on Peace Officer Standards and Training (POST) Regulation 1052.

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. (** These responsibilities are required for a Police Academy Coordinator per POST Regulation 1052.)*

1. Develop sequenced instructional schedules. **
2. Oversee and evaluate instructional, technological, testing, and remedial training. **
3. Participate in the hiring process of faculty, training officer(s) and staff, and make recommendations for their selection and assignment; evaluate the performance of faculty and training officers. **
4. Deliver course curriculum in accordance with the Training and Testing Specifications. **
5. In the absence of the Director, Police Academy or when assigned, supervise academy operations for certification compliance when instruction is being conducted. **
6. Assists in the planning and organization of the academies; schedules adjunct faculty, staff and facilities for the academies; ensures proper instruction related to firearms, driving, defensive tactics, arrest techniques and related areas in lab courses.
7. Ensures compliance with State accreditation requirements including areas related to curriculum hours, certified instructors, equipment, weapons, testing and safety; collaborates with appropriate State law enforcement organizations regarding course and instructor approval, curriculum changes, testing, record-keeping and accreditation issues or concerns.
8. Coordinates part-time instructor/Recruit Training Officer (RTO) issues including curriculum, substitutions, payroll processing, mentoring and evaluations.
9. Resolves student issues such as inquiries, orientations, conduct, grading, remediation, exam proctoring, disenrollment, and certification.
10. Provides technical expertise, information and assistance to the Director, Police Academy regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
11. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
12. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Law enforcement techniques and equipment including weapons.
2. Educational and training systems.
3. Grant writing techniques.
4. Budget preparation and control.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Demonstrate ethical and professional behavior in all aspects of the training program.
2. Support the District's mission, vision, values and goals.
3. Ensure compliance with the highest ethical standards exemplified by the Law Enforcement Code of Ethics, Faculty/Staff and Student Codes of Conduct.
4. Integrate and sequence instruction.
5. Assure the effective use and understanding of instructional methods, technology, testing, and remediation.
6. Develop staff recommendations and assign staff.
7. Coordinate the evaluation of instructional staff and training officers and supervision of staff.
8. Monitor training expenditures.
9. Coordinate the oversight of student separation/dismissal procedures with the Associate Dean.
10. Meet periodically with the Associate Dean to actively participate in the instructor evaluation process.
11. Develop a written student performance appraisal system that provides feedback to the student in their mastery of the competencies. Evaluate and document student performance and conduct.
12. Exemplify and emphasize the values, ethics, and high standards required of law enforcement professionals.
13. Understand the mission of the basic training delivery system.
14. Monitor recruits and their activities on a day-to-day basis.
15. Providing feedback and counseling to students.
16. Respond to requests for feedback or information to client agencies regarding students.
17. Role model the appearance, behavior, and demeanor of an exemplary police officer.
18. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM 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 Human Resources, 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; OR the equivalent.

Successful completion of a P.O.S.T. Certified Instructor Development Course or equivalent.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment, including increasingly responsible (2-4 years) of sworn full-time general law enforcement and increasingly responsible (2-4 years) of sworn full time first level supervisory law enforcement experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of a California P.O.S.T. Intermediate Certificate