



TITLE: Director, Public Safety/Modular Law Enforcement Academy

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 22

SCOPE OF POSITION:

Under the direction of the Senior Dean, Public Safety, plans, organizes, and coordinates the Modular Law Enforcement Academy; ensures compliance with State accreditation requirements; and trains, supervises and evaluates the performance of assigned 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. Plans, organizes, and directs the Modular Law Enforcement Academy; 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.
2. 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.
3. Trains, supervises and evaluates the performance of assigned faculty and staff; manages part-time instructor/Recruit Training Officer (RTO) issues including curriculum, substitutions, pay-sheets, mentoring and evaluations.
4. Resolves student issues such as inquiries, orientations, conduct, grading, remediation, exam proctoring, disenrollment, and certification.
5. Provides technical expertise, information and assistance to the Senior Dean regarding assigned functions; assists in the formulation and development of policies, procedures and programs.
6. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
7. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
8. Assists in the support and development of other programs and courses offered at the Public Safety Training Center.

KNOWLEDGE OF:

1. Local, District and state policies and procedures related to the community college system, including Title V regulations.
2. Law enforcement techniques and equipment including weapons.
3. Educational and training systems.
4. Grant writing techniques.

5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Applicable laws, codes, regulations, policies and procedures.
9. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Ensure proper instruction related to firearms, driving, defensive tactics, arrest techniques and related areas in lab courses.
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. Create and maintain a variety of reports, records and files related to assigned activities.
12. 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.

Experience:

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

LICENSES AND OTHER REQUIREMENTS:

- P.O.S.T. Supervisory Certification
- Valid California driver's license.