



Program Coordinator II, Law Enforcement Academy

Position Details

Position Information

Posting Number	AS246P
Position Title	Program Coordinator II, Law Enforcement Academy
Contract Length	12 months
Class Summary	Responsible for performing various professional level duties related to program coordination for the Law Enforcement Academy.
Candidates Eligible to Apply	Internal/External
Position Type	Exempt Staff
Employment Status	Full Time
Position Funding Type	Regular

Posting Detail Information

Minimum Education/Training/Experience	-Associate's Degree in Law Enforcement, Criminal Justice or related field -Certification from a Basic Peace Officer Training Academy -Five years' experience in a full-time law enforcement position
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-TCOLE Master Peace Officer License

-TCOLE Instructor

-In-depth knowledge of TCOLE rules, regulations and reporting requirements

**Preferred
Education/Training/Experience**

-Bachelor's degree in a related field

-Disciplines includes Police Science, Corrections, Criminal Justice, Criminology, Sociology, Political Science, Education and Law Enforcement

-Certain combinations of education, experience, and other accomplishments in the field may be judged as equal to the stated preferred qualifications for this position.

-Extensive law enforcement experience at supervisor or management level

-TCOLE Firearms Instructor

-Experience in police officer instruction, training coordination or local agency academies

-Budgetary experience

-Three years teaching in a college environment

Minimum Knowledge & Skills

- Experience with teaching or training delivery

- Knowledge of material being taught in the various courses of instruction offered

- Communication, interpersonal skills as applied to the interactions with students, coworkers, supervisors, the general public, etc. to sufficiently exchange or convey information and to receive workplace direction

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills

- Must be familiar with interactive teaching methods and instruction via the Internet

- Principles, best practices, and trends in Law Enforcement training and management
- Supervisory principles, practices, and methods
- Knowledge of TCOLE Certification standards
- Knowledge of supplies and equipment utilized at a firing range at a level sufficient to assume responsibility for making purchasing recommendations for the range
- Working knowledge of the criminal justice system to include police operations, tactics, procedures, and general policies
- Ability to schedule and coordinate delivery of Academy training programs/courses, TCOLE continuing education and mandated classes
- Ability to teach specific academy classes if needed
- Ability to identify and supervise qualified instructors
- Possess ability to effectively communicate with students, Adjunct Instructors, college personnel and local law enforcement agencies
- Experience in working with diverse populations
- Knowledge of public relations principles and practices

Preferred Knowledge & Skills

- Knowledge of trends and best practices in policing, police training, and police academies
- Experience leading/growing and maintaining Law Enforcement Academy
- Experience teaching, working and leading in a college environment
- Three years supervisory experience in a criminal justice related field

Licensing/Certification Requirements

Master Peace Officer license

TCOLE Basic Instructor Certification

Job Duties

- Instruct and supervise a diverse population of students in the classroom at various times and locations

- Possess a commitment to student engagement, student success, and instructional excellence

- Demonstrate effective communication skills, both written and oral

- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution

- Maintain current knowledge of effective teaching methodologies and utilize/supervise a variety of instructional delivery methods, classroom media, and educational resources

- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner

- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others

-Recruit, credential, and train instructors

- Assesses instructors and develop faculty

- Assist in the development, distribution, and collection of assessments for courses and program objectives

- Build positive and professional relationship with students, colleagues, college administration, and the Law Enforcement community

- Respond to requests for information from faculty, staff, students, outside agencies, and the community regarding the program, including establishing relationships and contracts with local law enforcement agencies

- Liaison with appropriate State agencies responsible for law enforcement education and training, to include the Texas Commission on Law Enforcement Education (TCOLE)
- Submit timely class reports, annual reports and grades to TCOLE and other bodies
- Prepare documentation for TCOLE site visits, prepare various reports and correspondence related to area assignment, record keeping duties
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to the College of the Mainland's policies and procedures
- Attend departmental meetings as required for the position
- Supervises law enforcement training academy personnel
- Prepare, maintain, and administer the Law Enforcement Training Academy budget(s)
- Develop curriculum and scheduling for the law enforcement academy
- Develop strategies for recruiting, marketing, and outreach for the law enforcement academy
- Plan and implement graduation programs for law enforcement certificate recipients and for the police academy graduates
- Coordinate the activities of the Law Enforcement Training Academy Advisory Board, conducts board trainings
- Develop, review and revise policies and procedures which relate to the administration of the law enforcement training academy as necessary
- Recommends and implements policies and regulations for the program, ensures compliance with applicable laws and regulations, maintain related records, and submits related reports

- Coordinate sensitive background investigations (criminal history checks/psychological evaluations) of candidates for police academy programs
- Manage the administrative and logistical matters relating to the law enforcement training academy, including but not limited to, the facilities, equipment, and personnel within the training coordinator's area of responsibility
- Maintain security and accountability of safety sensitive equipment and other inventory, to include vehicles, firearms, ammunition, and personal information relating to students and faculty
- Performs administrative duties required in the maintenance of the department's firing range including ensuring proper upkeep of the range, contract administration for use by outside agencies, and purchasing of supplies including gas masks, firearms, Tasers, and other related equipment
- Performs a wide variety of specialized technical and advanced administrative work, including ordering and maintaining supplies, verifying accuracy of information, researching discrepancies, and recording information
- Collaborate with the Continuing Education Department to offer law enforcement continuing education instruction and programming
- Work with service area law enforcement agencies to provide requested training
- Prepare students for the police profession by continually evaluating the needs of the police community
- Ensures the effectiveness of all course offerings, activities and services and their responsiveness to the needs of culturally diverse communities
- Supervises and coordinates College of the Mainland's Law Enforcement program presentations when requested by high schools and other regional education partners
- Coordinates, schedules, and conducts In-Service Agreement site visitations as assigned
- Performs other duties and special projects as assigned by

Dean of Workforce or Chair of Public Service Careers
Department

Physical Requirements

Positions in this class- typically require balancing, stooping, kneeling, crouching, reaching; standing, walking, pushing, pulling, lifting up to 75 pounds, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

This is not sedentary work.

Incumbents may be subjected to travel.

Minimum Salary Range

\$51,973

Mid Point Salary Range

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Maximum Salary Range

\$70,164

Posting Open Date

05/24/2022

Posting Close Date

Posting Will Be Open Until Filled Yes

Special Instructions to Applicant

EEO Statement

College of the Mainland is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or veteran status.

College of the Mainland does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and 1992.

Quick Link to Share for Direct Access to Posting

<https://jobs.com.edu/postings/2819>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume

Optional Documents

1. Cover Letter
2. Transcripts (1 of 3)
3. Letter of Recommendation
4. Additional Transcripts (2 of 3)
5. Additional Transcripts (3 of 3)
6. Licensure/Certification
7. TCOLE Personal Status Report