

Coordinator, Law Enforcement

Tarrant County College District

Title: Coordinator, Law Enforcement

Department: NW Public Srv & Soc/Behv Sci

Campus Location: Northwest Campus

Employee Classification: APT - Administrative

Position Type: FT - Regular

Grant Funded: No

Compensation Details: Starting Pay - \$70,400; Commensurate with education and experience

Work Hours: Monday - Friday 7:30am - 4:30pm; Hours may vary based on course schedule

Remote Eligible: This position is not eligible for remote work

Special Instructions to Applicant:

Job Summary:

This position is responsible for supporting the daily operations of the Law Enforcement Academy. This position helps to establish the direction of the program, monitor program budgets, and to lead institutional and community outreach. This position is expected to have a high level of department specific knowledge.

Primary Duties and Responsibilities:

Essential Performance Requirements

- Coordinates the Basic Peace Officer Course (BPOC) and/or Peace Officer Continuing Education Courses, ensuring alignment with Tarrant County College and Texas Commission on Law Enforcement (TCOLE) and performs advanced administrative and technical functions supporting instructional delivery, certification compliance, and facility operations
- Develops, schedules, and assigns BPOC and In-Service Law Enforcement training, coordinating instructor availability, student enrollment, and resource allocation
- Supports the daily operations of the Law Enforcement Academy, ensuring safety, efficiency, and adherence to college and regulatory policies

- Interprets and applies TCC policies, TCOLE Rules, and the Texas Occupation Code to make informed operational and instructional decisions
- Prepares for and actively participates in meetings, collaborating with and supporting the operations of the TCC LEA Advisory Committee
- Manages community outreach initiatives and fosters partnerships with regional law enforcement departments, TCC Departments and Divisions, and industry stakeholders
- Performs complex, specialized tasks related to curriculum development, instructional support, and program accreditation
- Supports administrative and instructional support staff, providing guidance, evaluation, and professional development and helps to establish unit goals, priorities, and performance benchmarks to support continuous program improvement and student success
- Reconciles the program budget to help ensure efficient use of college and grant resources
- Assists with the recruitment, selection, and onboarding of new instructors and staff and reviews applications, performs interviews, and completes background investigations on independent applicants seeking admission to the BPOC
- Develops and maintains relationships with individuals and organizations

Service Excellence

- Participates on behalf of the College in external community organizations and associations
- Attends the workplace regularly, reports to work punctually, and follows a work schedule to keep up with the demands of the worksite
- Completes all required training and professional development sessions sponsored through the Tarrant County College (TCC) Institute
- Supports the mission, values, goals, and principles of the College

Supervision

Works under periodic supervision of the assigned department leadership

*Performs Other Related Tasks as Required

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Minimum Qualifications:

- Bachelor's degree and five (5) years of related work experience relevant to the essential performance requirements; or an equivalent combination of education and work-related experience

- Current Texas Peace Officer License or is an Honorably Retired Texas Peace Officer
- Current Basic Instructor Proficiency certification from the Texas Commission on Law Enforcement (TCOLE)

Preferred Qualifications:

- At least one (1) year's working experience working in a college or university setting related to the essential performance requirements.
- At least one (1) year's working experience delivering classroom and/or practical instruction in law enforcement related topics
- At least five (5) years' experience as a Texas Peace Officer
- At least two (2) years' supervisory experience in Law Enforcement
- At least one (1) current curriculum-specific instructor certifications, such as ALERRT, SFST, PPCT, NAPD, Firearms, etc.
- Current Advanced Instructor Proficiency certification from the Texas Commission on Law Enforcement (TCOLE)

Knowledge, Skills and Abilities:

- Skilled in excellent customer service and interpersonal relationships
- Ability to work effectively in a collaborative environment
- Ability to think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume
- Ability to use computer applications and enterprise systems, including proficiency with word processing, spreadsheet, and presentation software

Physical Demands and Work Environment:

Physical Demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. While performing the duties of this job, the employee may work in an active gun range or

simulation area and could be occasionally exposed to high decibel noise environments, which may require use of personal protective equipment.

Accommodation/EEO Statement:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

To apply, please visit: <https://apptrkr.com/6970241>

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