

Program Specialist V - Law Enforcement Career Pipeline Program

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Description

Our Mission

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

Our Licensing and Education Division

TCOLE's Licensing and Education Division ensures the integrity and effectiveness of key law enforcement programs across Texas. We oversee the licensing and appointment of peace officers, jailers, and telecommunications, the state's law enforcement training curricula, as well as, all TCOLE training academies and providers. We oversee the School Marshal program, Texas Law Enforcement Peer Network, the High School Pipeline to Criminal Justice program and new agency/training provider creation.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking a **Program Specialist V** to join the Special Services Division located at **6330 E HWY 290, Suite 200, Austin, TX**.

The Program Specialist V performs advanced (senior-level) consultative services and technical assistance work for the Law Enforcement Career Pipeline Program. They will plan, develop, and implement the statewide high school to law enforcement career pathway program and provide consultative services and technical assistance to school districts, law enforcement agencies, and educational partners. They will serve as primary liaison between TCOLE and participating school districts to ensure program quality, curriculum compliance, and successful implementation of TCOLE licensing courses. They will work under limited supervision with considerable latitude for initiative and independent judgment and may oversee or coordinate the work of others.

The salary range is \$54,278 - \$71,344.86. The Job Class for this position is 1574 and salary group is B21.

Examples of Work Performed

Develops, implements, and manages the statewide Law Enforcement Career Pipeline Program in partnership with school districts and educational partners.

Creates and maintains program standards, curriculum guidelines, and performance metrics for school districts and educational partners.

Establishes partnerships with school districts, law enforcement agencies, and educational institutions to support program objectives.

Serves as primary point of contact and liaison between TCOLE and participating school districts.

Provides technical assistance and guidance to school districts in establishing and operating programs involving TCOLE licensing courses.

Conducts site visits to evaluate program implementation, curriculum delivery, and compliance with established standards.

Assists school districts in developing program proposals, securing resources, and meeting certification requirements.

Reviews and approves curriculum materials to ensure alignment with law enforcement career pathway objectives and state standards.

Provides training and professional development opportunities for educators and program coordinators.

Develops instructional resources, program materials, and best practice guidelines for participating schools.

Monitors program compliance with TCOLE standards, state education requirements, and applicable laws and regulations.

Conducts regular assessments of participating schools to ensure program quality and effectiveness.

Analyzes performance data and prepares reports on program outcomes, student achievement, and career placement rates.

Recommends corrective actions and program improvements based on evaluation findings.

Markets the program to school districts, law enforcement agencies, and community organizations to expand participation.

Facilitates communication between educational partners, law enforcement agencies, and TCOLE staff.

Coordinates advisory committee meetings and stakeholder events to support program development and sustainability.

Prepares presentations and materials for conferences, meetings, and promotional activities.

Collects, organizes, and analyzes data related to program participation, student outcomes, and career placement rates.

Prepares comprehensive reports and studies on program effectiveness and recommendations for improvement.

Researches best practices in career pathway programs and makes recommendations for program enhancement.

Designs program evaluation methods and conducts assessments to measure program effectiveness and student outcomes.

Maintains professional relationships with internal and external stakeholders including educators, law enforcement professionals, and community partners.

May train others in program implementation procedures and best practices.

Other duties as assigned.

This position requires regular in-person attendance at our headquarters in Austin at 6330 E Hwy 290, Austin, Texas 78723. This position requires extensive travel (about 65%) throughout Texas to visit school districts, conduct site evaluations, and attend meetings.

Qualifications

Required Education and Experience:

- Bachelor's degree from an accredited four-year college or university in Education, Criminal Justice, Public Administration, or a related field.
- Three (3) years of experience in education, law enforcement, program management, or related field.

- Education and experience may be substituted on a year-for-year basis.

Required Skills, Knowledge, and Abilities:

- Knowledge of local, state, and federal laws related to education and law enforcement training.
- Understanding of educational program development and curriculum design principles.
- Knowledge of law enforcement career requirements and training standards.
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Teams, SharePoint).
- Strong written and verbal communication skills with precise attention to detail.
- Ability to analyze data, formulate conclusions, and communicate guidance effectively to diverse audiences.
- Skill in building and maintaining partnerships with educational and law enforcement organizations.
- Ability to conduct site visits and program evaluations.
- Skill in planning, prioritizing work activities, and managing multiple projects simultaneously.

Preferred Education and Experience:

- Two (2) years of experience working with school districts or educational institutions.
- Experience teaching or coordinating TCOLE-approved licensing course delivery for a TCOLE contract academy or training provider.
- Experience in law enforcement or criminal justice field.
- Experience serving in a Texas county jail as a licensed Jailer or as a licensed Telecommunicator for a Texas law enforcement agency.
- Experience in career pathway program development or implementation.
- Completion of a recognized training or certification program related to education or program management.
- Standard Teaching Certificate, Texas Peace Officer License, Texas Jailer License or Texas Telecommunicator License.

Preferred Skills, Knowledge, and Abilities:

- Ability to develop and conduct training programs focused on career pathway development and law enforcement education for diverse audiences.
- Skill in effectively communicating program requirements, policies, and best practices through educational programs, trainings, and/or instructional materials.
- Knowledge of Texas education system and career and technical education standards.
- Experience with grant writing and funding acquisition.

Physical Requirements and Work Environment

This position involves both office work and extensive field travel throughout Texas. Physical requirements include:

- Ability to move about in an office setting, including reaching for files or documents on shelves and bending or stooping as needed.
- Extended periods of sitting at a desk and working on a computer, with occasional standing or walking.
- Fine motor skills and dexterity to operate a computer keyboard, mouse, and other office equipment efficiently.
- Ability to read and analyze printed and electronic data, including detailed reports and curriculum materials on a computer screen.
- Ability to clearly and effectively communicate verbally in person and over the phone, as well as in written form.
- Strong cognitive abilities for tasks that involve problem-solving, critical thinking, and the ability to process and interpret complex educational and programmatic information.
- Ability to travel to school districts and other locations throughout Texas for site visits and meetings.
- Ability to drive extended distances more than 6 hours at a time.
- Occasionally lifting and carrying objects weighing up to 25 pounds.

Work is primarily performed in a standard office environment with standard office equipment. Regular travel is required to visit school districts, attend meetings, and conduct site evaluations throughout Texas.

Why work at TCOLE?

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

Equal Opportunity Employer -- TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

ADA - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

Military Occupational Specialty Codes -- Military Specialty Codes that correspond to this job posting include MOS 31B, 35F, 42A, 68S, 25B, 3D0X1, 3H0X1, 84H0. More information can be found at: <https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/>

Veterans Preference -- Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

Benefits -- For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>