The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**
Under the administrative direction of the Executive Director of Workforce Training and Continuing Education, the Program Director for Criminal Justice Institute Police Academy and Training Program will plan, organize, direct, and manage the programs and operations of the Policy Academy and Training Program. These programs are licensed and credentialed by the Texas Commission on Law Enforcement (TCOLE) and subject to the requirements of the applicable Government Code, Texas Occupation Code, and TCOLE statutes and rules.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors and directs training program requirements mandated by TCOLE.
- Develops, analyzes, and implements operational guidelines.
- Oversees curriculum updates and scheduling for the Police Academy.
- Oversees budgets and purchasing for the CJI operations.
- Researches best practices and contemporary training perspectives for police academic and in-service training operations.
- Assists in identifying outside funding sources and in preparing proposals and grant applications and manages compliance and tracking of grant awards.
- Provides program analysis and participates in strategic long-range instructional planning for improvement through TSC’s program review and accreditation processes.
- Develops new curriculum.
- Faculty duties will include classroom instruction and other associated faculty responsibilities.
- Supervises, selects, and assigns instructors to teach licensure classes.
- Evaluates instructors and students to maximize student achievement.
- Conducts instructor training for new and existing instructors to ensure program continuity, quality, and updates/changes program rules and regulations for licensure.
- Provides student recruitment and counseling.
- Plans and implements graduation programs for law enforcement certificate recipients and for the police academy graduates.
- Serves as a liaison for appropriate state agencies of law enforcement education and training, to include the Texas Commission on Law Enforcement (TCOLE).
- Coordinates the activities of the Criminal Justice Advisory Board, schedule meetings, and attends and records all scheduled meetings.
Coordinates with Texas Southmost College administration, staff, and faculty regarding associated programs and related administrative matters.

Prepares, maintains and administers the department budget(s).

Develops, reviews and revises as necessary, policies and procedures which relate to the administration of the law enforcement and police academy programs.

Provides reports and briefings as required to State and Federal Agencies, Texas Southmost College Board of Trustees, senior administrators, and the Criminal Justice Advisory Board or others as directed.

Coordinates sensitive background investigations (criminal history checks) of candidates for police academy programs.

Coordinates appropriate student organizational activities and/or other extra-curricular activities that are conducted in support of the College and the Criminal Justice Institute.

Manages the administrative and logistical matters relating to the Criminal Justice Institute and law enforcement programs, to include the facilities, equipment, and personnel within the program director’s area of responsibility.

Maintains security and accountability of safety sensitive equipment and other accountable inventory, to include vehicles, firearms, ammunition and personal information relating to students and faculty.

Coordinates law enforcement continuing education instruction and programming.

Works to support and advance the programs of community services.

Attends training sessions as required by the college to perform needed tasks and enhance work abilities and comprehension.

Provides superior customer service.

Performs all other duties as assigned.

Works with instructors and staff to resolve student issues and complaints in compliance with the College’s policies and procedures.

Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.

Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.

Completes duties and responsibilities in compliance with college standards, policies and guidelines.

Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.

Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC) and the Texas Commission on Law Enforcement (TCOLE).

Supports the values and institutional goals as defined in the College’s Strategic Plan.

Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.

Serves on committees as appropriate and as appointed by supervisor.

Performs other duties as assigned.
REQUIRED KNOWLEDGE AND SKILLS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of the Criminal Justice Institute’s Police Academy and In-Service curriculums, program development and evaluation, the marketing of these programs and regional law enforcement needs.
- Demonstrated knowledge of the planning, implementation and monitoring of program budgets.
- Demonstrated knowledge of non-credit and revenue-based in-service programs.
- Demonstrated ability to apply for and administer grants through a RFP process.
- Demonstrated knowledge of the rules, regulations and principles used by TCOLE to regulate Texas Police Academies.
- Demonstrated knowledge in the administration and development of programs designed to meet the needs of law enforcement organizations.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skills in working effectively in a team environment.
- Ability to establish and maintain positive and effective working relationships with students, staff and law enforcement agencies.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to the Dean, and public groups.
- Ability to respond to common inquiries or complaints from students, and regulatory agencies.
- Experience with planning, program development, evaluation, and budgeting.
- Ability to work effectively in a team environment with a customer service focus.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.
CRIMINAL JUSTICE INSTITUTE CONTINUING EDUCATION PROGRAM DIRECTOR
Job Description

- A high school diploma or G.E.D. equivalent.
- Minimum of five (5) years of law enforcement experience.
- Experience understanding required roles and responsibilities of Training Provider Chief Administrator with the Texas Commission on Law Enforcement and as a Qualified Manager with the Texas DPS Private Security Bureau.
- Demonstrated management and administrative skills necessary to manage numerous tasks and programs which occur simultaneously.
- Experience in collaborating with law enforcement agencies, various educational, and/or governmental groups.
- Experience in organizing, developing and implementing operational systems in a law enforcement setting.
- Experience supervising and teaching CE level law enforcement training programs.

PREFERRED EDUCATION AND EXPERIENCE
- Associate’s degree or higher from a regionally accredited college or university.
- Bilingual in English and Spanish.

CERTIFICATES AND LICENSURES
- TCOLE Instructor License.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 25 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 representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

SPECIAL WORKING CONDITIONS
- Program Director’s activities will be divided between classroom activities, routine office work, and occasional outdoor activities.
• Training activities may occasionally require exposure to the natural elements, and to moderate physical activity.
• Routine training activities may require physical contact with other persons, to include instructors and students. Such activity could result in physical discomfort or injury.
• Routine training activities may require the use of weapons or other instruments of deadly force, which are used in the police training program.
• Training activities may require the operation of motor vehicles in a manner which could result in vehicle accidents or injury.
• The position may require occasional travel outside the college area for the purpose of attending training, seminars or coordination meetings with other institutions, public agencies, or civic organizations.
• The position may require occasional after-hours and/or weekend work in order to accomplish assigned responsibilities and meet various organizational duties.

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NOTES:
The duties listed above 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.

Are you able to perform these essential job functions with or without reasonable accommodation?
☐ Yes
☐ No

Employee Signature: ____________________________ Date: _________________________

HR Representative: ____________________________ Date: _________________________