

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Police Academy Coordinator

Department: Public Safety Programs

FLSA Status: Exempt

Staff Category: Administrative Association (Educational Administrator)

Salary Range: 60

Supervision Received From: Dean, Instructional, Career, Technical, and Extended Education

Original Date: July 2017

Supervision Given: Part-time faculty, classified, and hourly employees in the Palomar College Police Academy

Last Revision: July 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for oversight of daily operations and assists the Police Academy Director with coordination of the instructional program of the Palomar College Police Academy (“Academy”) in accordance with California Commission on Peace Officer Standards and Training (POST) regulations.

DISTINGUISHING CHARACTERISTICS.

The Police Academy Coordinator is distinguished from the Police Academy Director by its oversight of day-to-day Academy operations, whereas the latter classification assumes overall leadership of Academy and its instructional programs.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day activities and communications of the Academy to ensure efficient and effective office operations, including the investigation, troubleshooting, and resolution of a variety of internal and external issues; in conjunction with the Police Academy Director, oversees and evaluates the instructional, technological, testing, and remediation methods of the Academy.
3. Coordinates the integration and sequencing of Academy instruction with multi-discipline learning communities; assists in developing course curricula in accordance with training and testing specifications developed by POST; assists in the preparation and delivery of instruction, ensuring that mandated course outline material is delivered in an effective manner; facilitates the remediation of activities with instructors related to mandated performance objectives.
4. Facilitates testing of Academy cadets and inputs student test scores via the POST Electronic Data Interchange EDI system.
5. Schedules Police Academy and Law Enforcement classes and facilities use.
6. Serves as a District liaison with internal departments and external agencies; maintains training standards by monitoring and implementing California legislative mandates for public safety training for the Academy; attends required state and regional meetings.

7. Assists in coordinating the strategic planning process and marketing of the Academy.
8. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports relevant to the Academy.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial principles and practices.
2. Project management principles and practices.
3. Policies and objectives of assigned program and activities.
4. Modern public safety training philosophies in law enforcement.
5. Procedures for evaluating staff, instructors and academy recruits.
6. Public safety training standards, academy course sequencing, mandates and minimum requirements.
7. Adult learning theory.
8. Applicable tools and equipment utilized in law enforcement.
9. Curriculum and instructional requirements for law enforcement.
10. Recordkeeping principles and practices.
11. Applicable Federal, State, and local codes, laws, and regulations, including relevant sections of the California Education Code, the California Code of Regulations, and POST regulations.

Skill in:

1. Supervising, training and evaluating the work of others.
2. Assessing curriculum and student learning outcomes.
3. Coordinating instructional activities, schedules, and facilities of a police academy.
4. Utilizing a computer and related software applications.
5. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
6. Establishing and maintaining effective working relationships with those contacted in the course of work.
7. Interpreting complex data and information.
8. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Mediating difficult and/or hostile situations.
11. Working independently with little direction.
12. Preparing and maintaining detailed records and reports, proposals, policies, and programs.
13. Establishing and meeting schedules and timelines.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising a high degree of tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues.

Experience and Training Guidelines

Must meet one of the sets of qualifications listed in a) through c) below:

- a. A master's degree and one year of formal training, internship, or leadership experience reasonably related to the position.
- b. A bachelor's degree in administration of justice or a closely related field and six years of full-time equivalent professional law enforcement experience.
- c. An associate's degree in administration of justice or a closely related field and nine years of full-time equivalent professional law enforcement experience.

In addition to the above qualifications. must possess the following licenses/certificates at time of appointment:

1. A California Peace Officer Standards and Training (POST) Advanced Certificate.
2. A current, valid California driver's license.

Preferred Qualifications

Prior experience working in a police academy environment or as a police training facilitator at a sheriff's or municipal police department.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; and extensive contact with faculty and staff.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for extensive use of a computer keyboard; maintaining physical condition necessary for ambulating for extended periods of time; and visual acuity for creating computer-generated work and reading printed materials. Requires travel to District and other locations.