

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 14

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 direction of the Executive Director of Workforce Training and Continuing Education, the Director is responsible for all aspects of the Criminal Justice Institute as the training coordinator and instructor, including the administration, strategic planning, development, continuous review, and general effectiveness of the program. Responsibilities also include meeting and maintaining applicable program accreditation requirements, systematic review of program effectiveness, student recruitment, committee assignments, and serving as a liaison with law enforcement agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership and vision for the creation and implementation of a strategic plan for the Criminal Justice Institute.
- Serves as a liaison for appropriate state agencies of law enforcement education and training, to include the Texas Commission on Law Enforcement (TCOLE).
- Serves on committees as appropriate and as appointed by the Executive Director of Workforce Training and Continuing Education.
- Monitors and directs training program requirements mandated by TCOLE Rules and Handbook and Commission Rules Title 37 of the Texas Administrative Code Part 7.
- Coordinates the activities of the Criminal Justice Advisory Board, schedule meetings, and attends and records all scheduled meetings.
- 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.
- Plans, creates, administers, and evaluates the Criminal Justice Institute program, in a teaching and learning environment that utilizes traditional and digital solutions for courses, textbooks, learning labs, online practice exams and other learning support services.
- Oversees curriculum updates and scheduling for the Criminal Justice Institute.
- Researches best practices and contemporary training perspectives to have a continuous improvement process for the Criminal Justice Institute.
- Develops, reviews and revises as necessary, policies and procedures which relate to the administration of law enforcement and follows TCOLE Rules and the Handbook and Commission Rules Title 37 of the Texas Administrative Code Part 7.

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE

Job Description

- Collaborates with the Executive Director of Workforce Training and Continuing Education to validate and approve instructor credentials and certifications.
- Supervises, selects, and assigns instructors to teach licensure classes in collaboration with the Executive Director of Workforce Training and Continuing Education.
- 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.
- Works closely with instructors, course developers and subject matter experts, community colleges, TCOLE, and local law enforcement to develop and strengthen curriculum.
- Works with instructors and staff to resolve student issues and complaints in compliance with the College's policies and procedures.
- Provides student recruitment and advising.
- Collaborates with College departments to develop marketing collateral, schedule facilities, prepare course materials, hire instructors, and plan events, as needed.
- Utilizes traditional (networking, brochures, advertisements) and innovative (social media) marketing strategies to expand the Criminal Justice Institute, its instructor base, and potential enrollees.
- Plans and implements graduation programs for law enforcement certificate recipients and for the Criminal Justice Institute graduates.
- Manages the administrative and logistical matters relating to the Criminal Justice Institute and law enforcement programs, to include the facilities, rental of space for the driving portion of the training, 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 instructors.
- Strives for continual improvement of student success by planning an optimal learning environment; providing high quality instruction and advising; participating in the development of learning outcomes and in the assessment of students as well as of self and applied teaching techniques in order to increase effectiveness; and engaging in ongoing professional development.
- Manages learning environments by ensuring that accurate syllabi are developed that incorporate college, departmental, and instructor requirements; maintaining attendance records, submitting grades, and providing constructive feedback as well as other relevant information to students throughout the semester; and conducting classes punctually and in accordance with the prescribed meeting schedule.
- 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.

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE

Job Description

- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC) and the Texas Commission on Law Enforcement (TCOLE).
- Attends training sessions as required by the college to perform needed tasks and enhance work abilities and comprehension.
- Travels outside the college area for the purpose of attending training, seminars, conferences or coordination meetings with other institutions, public agencies, or civic organizations.
- 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.
- Develops comprehensive grant proposals/ applications, budget preparation, gather quotes as needed, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports.
- Assists in identifying outside funding sources and in preparing proposals and grant applications and manages compliance and tracking of grant awards.
- Develops business contacts and designing/executing contracts that ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and college policy.
- Builds partnerships with internal and external constituents in a diverse community.
- Responsible for the 1st attempt pass rate outcome for each cohort.
- Responsible for the rosters on the TCLEDDS system in a timely manner.
- 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 ability to develop curriculum, program development and evaluation, the marketing of these programs.
- Demonstrated knowledge of the planning, implementation and monitoring of program budgets.
- Demonstrated knowledge of TCOLE Rules and Handbook.
- Demonstrated knowledge of Commission Rules Title 37 of the Texas Administrative Code Part 7.
- Demonstrated ability to apply for and administer grants.
- 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 communication, interpersonal, leadership skills and ability to work independently with little direction.
- Demonstrated organizational skills in handling and prioritizing multiple and complex assignments, projects and maintaining records.

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE

Job Description

- Ability to work effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, staff, law enforcement agencies, external agencies, TCOLE personnel and other community colleges.
- 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 Executive Director of Workforce Training and Continuing Education, TCOLE personnel and public groups.
- Ability to respond to common inquiries or complaints from students, and regulatory agencies.
- Excellent oral, written communication skills and interpersonal 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.

- A high school diploma or G.E.D. equivalent.
- Minimum of five (5) years of law enforcement experience.
- Minimum of two (2) years as a peace officer.
- Minimum of three (3) years as a Basic Level Instructor.
- Experience in collaborating with law enforcement agencies, various educational, and/or governmental groups.
- Experience in using the TCLEDDS system.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree or higher from an accredited college or university.
- Bilingual in English and Spanish.
- TCOLE Advance Instructor Proficiency.
- Experience as a Training Coordinator.

CERTIFICATES AND LICENSURES

- TCOLE Basic Instructor Proficiency certification is required.
- Valid Texas driver's license is required.

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE
Job Description

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 routine office work, occasional outdoor activities, training coordinator, instruction, and classroom 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.
- Training activities may require the operation of motor vehicles.

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
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE
Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or GED?
 - Yes
 - No
3. *Do you have a minimum of five (5) years of law enforcement experience?
 - Yes
 - No
4. *Do you have a minimum of two (2) years as a peace officer?
 - Yes
 - No
5. *Do you have a minimum of three (3) years as a Basic Level Instructor?
 - Yes
 - No
6. *Do you have experience in collaborating with law enforcement agencies, various educational, and/or governmental groups?
 - Yes
 - No
7. *Do you have experience in using the TCLEDDS system?
 - Yes
 - No
8. Do you have an Associate's degree or higher from an accredited college or university?
 - Yes
 - No
9. Are you bilingual in English-Spanish?
 - Yes
 - No
10. Do you have a TCOLE Advance Instructor Proficiency certification?
 - Yes
 - No
11. Do you have experience as a Training Coordinator?

DIRECTOR OF CRIMINAL JUSTICE INSTITUTE
Job Description

- Yes
 - No
12. *Do you have a TCOLE Basic Instructor Proficiency certification?
- Yes
 - No
13. *Do you have a valid Texas driver's license?
- Yes
 - No