

Job Title: Coordinator – Criminal Justice Training



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to schedule, present, and manage the training of law enforcement and correctional institution personnel in basic, advanced, or specialized techniques and information which will enable them to become effective officers.

ESSENTIAL JOB FUNCTIONS

- Plans and organizes the law enforcement/corrections programs under the supervision of the Director.
- Ensures that adjunct professors meet minimum training and certification requirements.
- Reviews developed class schedules and assigns classes and training locations.
- Prepares and updates curriculum materials as needed.
- Advises students in program planning and course selection.
- Utilizes, schedules, and maintains the Criminal Justice Firing Range.
- Assumes responsibility for all equipment and materials utilized in assigned programs.
- Assumes responsibility for all student records and placement services in assigned programs.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, business, and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Responds to inquiries or concerns in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Works closely with community clubs and organizations to promote the criminal justice program.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs and legal issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.

- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Certification by Florida Department of Law Enforcement or equivalent.
- Certification by Florida Department of Education.
- Minimum of five (5) years of experience in law enforcement and/or corrections.
- Prior experience administering law enforcement/corrections training programs.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of all state, federal, and local statutes governing law enforcement personnel.
- Requires the ability to teach and demonstrate information and techniques regarding law enforcement.
- Requires the ability to display knowledge of the purpose and role of the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to manage time, prioritize functions, and deal positively with stress.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.

- Requires the ability to make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, kneeling, mental acuity, pulling, pushing, reaching, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: