



Position Title:	Assistant Director, Academy & In-Service Programs		
Reports To:	Director of the School of Justice		
Department:	School of Justice Training Center	Job Code:	0128-00E
Prepared By/Date:	Jennifer C. Brito/04-28-2009	Job Group:	PEC
Approved By/Date:	Dr. Hector Garcia/07-28-2011	Salary Grade:	16
Revised:	Donna French/07-27-2011	FLSA Status:	Exempt

Summary:

The Assistant Director is second in command of the largest Public Safety Training Center in South Florida, providing approximately 165,000 hours of training per year for public safety recruits. This individual is directly responsible for the training operations involving basic recruits and in-service programs.

Essential Duties and Responsibilities:

- Assists the Director of Justice in liaison activities with School of Justice academy and in-service program stakeholders
- Manages the faculty and staff responsible for academy and in-service training programs
- Ensures compliance with all applicable policies and procedures pertaining to the education of basic and continuing education officer training as outlined by the Florida Department of Law Enforcement and College policies
- Schedules training classes and the facilities used for training
- Evaluates instructors and instructional techniques
- Supervises all classroom assignments and monitors the administration of examinations
- Assists the Director of the School of Justice in addressing and resolving curriculum issues with the Florida Department of Law Enforcement
- Acts as the back-up Training Center Director in the Director of the School of Justice's absence
- Responsible for the administration of class registration and billings
- Monitors Criminal Justice Standards and Training Commission issues
- Assists in the operations of the Background investigations Unit
- Prepares and handles budgets and grants
- Provides input into annual reports and budgets
- Conducts informational briefings and attends speaking engagements on behalf of the School of Justice
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the Florida Department of Law Enforcement Basic Recruit Training and In-Service Courses
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Excellent organizational and communication skills (both verbal and written)
- Ability to effectively present information to groups of managers, clients, customers, and the general public
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes
- Ability to work a flexible schedule to include evening and weekend assignments
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in a related field from a regionally accredited institution and a minimum of seven (7) years of progressively responsible experience as a sworn officer, which should include three (3) years working in Corrections and/ or Law Enforcement and at least one (1) year of management experience in Law Enforcement training
- Certification from the Florida Criminal Justice Standards and Training Commission as a General Instructor or the ability to obtain such certification within 6 months of employment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name