Position Title: Part-Time Instructor
Job Code: 8135 **Grade:** HV
Reports To: Firearms Program Manager, School of Justice **FLSA:** Exempt

Job Description:
The Part-Time Instructor provides basic and advanced firearms training to police and corrections officer candidates, remedial training and qualification for law enforcement members, developing lesson plans, practical exercises, and other training aids, as well as maintaining equipment and ammunition. Instruction will involve classroom work and firing range practical exercises.

Duties & Responsibilities:
- Instructs, evaluates, and monitors shooters.
- Recommends and identifies improvements as needed.
- Assists in the development of instructor guides, lesson plans, training aids and reference materials.
- Reacts promptly, appropriately and decisively in emergencies in which personal safety and that of others may be threatened.
- Perform other duties as assigned.

Essential Personnel:
Non-essential

Minimum Requirements:
- High School Diploma or equivalent
- Prior Police, Corrections, Military or private sector firearms training experience
- CJSTC CMS General Instructor Certification
- CJSTC CMS Firearms Instructor Certification
- In good standing with agency or honorably retired/separated
- Completion of an Internship Program
- Must posses exemplary interpersonal skills and have outstanding written and verbal skills
- Must possess expert marksmanship abilities with handgun and shoulder-fired weapons
- Ability to work evenings and weekends
- Availability of hours will vary based on the needs of the program and a minimum amount of hours is not guaranteed

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

_____ _____
Signature Date

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Printed Name