



Police Officer Basic Academy Commander and Criminal Justice Faculty

Job Description

Job Title: Police Officer Basic Academy Commander and Criminal Justice Faculty
Job Class: Professional
Department: Technology and Transfer
Reports To: Vice President of Academic Affairs
FLSA Status: Non-Exempt
Compease: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 10/30/2020

I. Position Purpose

The Police Officer Basic Academy Commander and Criminal Justice Faculty will manage and lead the delivery of the Peace Officer Basic Academy and Corrections Academy at WSCC. This position will also teach classes within the Criminal Justice Program. This position will also work to build student enrollment, program completion, and ensure job placement for graduates.

II. Duties and Responsibilities

PROVIDE TRAINING AND INSTRUCTION: This position will ensure the delivery of training and instruction for the Peace Officer Basic Academy (POBA) and the Corrections Academy as well as develop and assess curriculum to meet program and state requirements. The Commander will ensure that all classes utilize up-to-date technology and equipment and the WSCC learning management system. This position will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

PROVIDE PROGRAM COMPLIANCE & DEVELOPMENT: This position will ensure compliance with OPOTC certification requirements, plan and implement new program offerings in specialized public safety training, develop academy goals and action plans, maintain appropriate budgeting and accounting controls, ensure records are up-to-date and accurate. This position will also provide assistance with recruitment, enrollment, and retention of students and provide advising for students. This position will also build relationships with community leaders in law enforcement and corrections and conduct advisory board meetings.

PROVIDE LEADERSHIP IN SUPERVISION: The Police Officer Basic Academy Commander and Criminal Justice Faculty will recruit instructors the academies. This position will also provide orientation, schedules, and evaluate instructors.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: This position will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe, working environment; exhibit flexibility, a willingness to learn, ability to change, and will maintain current technology skills.



III. Qualifications – Education, Experience, and Skills

- Bachelors degree in Criminal Justice or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Certified Commander through the Ohio Peace Officer Training Commission; Certified Unit Instructor through the Ohio Peace Officer Training Commission.
- Minimum of seven years of experience as a full-time law enforcement officer.
- Minimum of three years of law enforcement supervision.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).