



## Peace Officer Basic Academy Commander Job Description

**Job Title:** Peace Officer Basic Academy Commander (POBA Commander)  
**Job Class:** Professional  
**Department:** Transfer and Public Services  
**Reports To:** Dean of Transfer and Public Services  
**FLSA Status:** Non-Exempt  
**Compease:** Grade 13  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:** 4/15/21

### I. Position Purpose

The Peace Officer Basic Academy Commander (POBA Commander) will manage and lead the delivery of the Peace Officer Basic Academy and Corrections Academy at WSCC. This position will also work to build student enrollment, program completion, and ensure job placement for graduates.

### II. Duties and Responsibilities

**MANAGE TRAINING AND INSTRUCTION:** The POBA Commander 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 ensure proper evaluation of student learning and evaluation methods are appropriate to outcomes. The commander will also ensure that evaluation of student learning is done in a fair manner and accurate records of evaluation and course work are maintained.

**PROVIDE PROGRAM COMPLIANCE & DEVELOPMENT:** This POBA Commander 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 POBA Commander will recruit instructors for the academies. This position will also provide orientation, schedules, and evaluate instructors.

**DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE:** The POBA Commander 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

- 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).*