

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR III – CRIMINAL JUSTICE TRAINING

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certification by Florida Department of Law Enforcement or equivalent.
- (3) Certification by Florida Department of Education.
- (4) Minimum of six (6) years experience in law enforcement and/or corrections.
- (5) Prior experience administering law enforcement / corrections training programs.
- (6) 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:

Knowledge of all state, federal and local statutes governing law enforcement personnel. Ability to teach and demonstrate information and techniques regarding law enforcement. Knowledge of the purpose and role of the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission. Ability to communicate effectively, both orally and in writing. Ability to manage time, prioritize functions and deal positively with stress.

REPORTS TO:

Director I - Stone Area Technical Center

JOB GOAL

To 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.

SUPERVISES:

Assigned Instructors
Secretary
Clerk
Range Manager
Adjunct Professors

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan and organize the law enforcement / corrections programs under the supervision of the Director.
- * (2) Ensure that adjunct professors meet minimum training and certification requirements.
- * (3) Develop class schedules and assign classes and training locations.

COORDINATOR III – CRIMINAL JUSTICE TRAINING (Continued)

- * (4) Prepare and update curriculum materials as needed.
- * (5) Advise students in program planning and course selection.
- * (6) Utilize, schedule and maintain the Criminal Justice Firing Range.
- * (7) Assume responsibility for all equipment and materials utilized in assigned programs.
- * (8) Assume responsibility for all student records and placement services in assigned programs.

Inter / Intra-Agency Communication and Delivery

- * (9) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (10) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (11) Respond to inquiries or concerns in a timely manner.
- * (12) Keep supervisor informed of potential problems or unusual events.
- * (13) Work closely with community clubs and organizations to promote the criminal justice program.

Professional Growth and Improvement

- * (14) Keep well informed about current trends and best practices in areas of responsibility.
- * (15) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (16) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (17) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (18) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (20) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (21) Serve on District, state or community councils or committees as assigned or appropriate.
- * (22) Represent, consistently, the District in a positive and professional manner.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (24) Provide leadership and direction for the assigned areas of responsibility.
- * (25) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (26) Exercise proactive leadership in promoting the vision and mission of the District.
- * (27) Provide oversight and direction for cooperative planning with other agencies.
- * (28) Set high standards and expectations for self and others.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (31) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

COORDINATOR III – CRIMINAL JUSTICE TRAINING (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 7

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002