

FLORIDA GATEWAY COLLEGE

Job Description

COORDINATOR- LAW ENFORCEMENT AND CORRECTIONS TRAINING

DISTINGUISHING CHARACTERISTICS:

Coordinates, supports, schedules and provides instruction for all basic and advanced training programs offered by the Law Enforcement and Corrections Training Department at Florida Gateway College. Responsible for organizing and chairing the Law Enforcement Advisory Council consisting of Sheriffs and Chiefs of Police in the Florida Gateway College's five county service area.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Coordinates and assists in the direction of the Basic Law Enforcement academy.
Coordinates and assists in the direction of the Basic Corrections academy.
Partners with local Law Enforcement to respond to training needs.
Partners with Correctional facilities to respond to training needs.
Represents the college and law enforcement/corrections programs in various public forums.
Coordinates the administration of the learning process in compliance with applicable federal/State law and regulations together with Florida Gateway College Policies and procedures.
Supervises and supports instruction (syllabi, lesson plans, tests schedules, instructional support equipment), recommending course offerings and adjunct faculty assignments.
Grades examinations and posts scores.
Counsels and advises students and adjunct faculty.
Supervises assigned support personnel.
Assists in grant writing.
Property custodian designee for program related instruction support equipment including ammunition, targets and firearms.
Attends all appropriate meetings, together with participation in college, division or departmental activities.
Participates in directed educational experience and/or professional development activities.
Continually evaluates the learning process as well as suggesting and implementing improvements.
Participates as a member of committees.
Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of statistical concepts.
Knowledge of accounting principles.
Knowledge of state laws affecting Law Enforcement training.
Ability in numerical reasoning and verbal expression.
Ability in written communication.
Good leadership abilities.

EDUCATION AND EXPERIENCE:

Bachelor's degree in appropriate area plus three years' experience with Law Enforcement or corrections programs. FDLE certified instructor preferred. Computer literate in word processing, spreadsheets, and databases required. Familiar with the FDLE A.T.M.S. database desired. Three years experience in a full-time, sworn law enforcement or correctional position desired.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.
Use of fingers.

ENVIRONMENTAL CONDITIONS:

Works inside in an office/classroom environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals)