NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION
DIRECTOR, NORTHEAST TEXAS POLICE ACADEMY

Department: Workforce Development  
Job Status: Full Time  
Reports To: Associate Vice President for Workforce Development  
FLSA Status: Exempt  
Amount of Travel Required: As needed  
Grade/Level: Admin/Prof I-H  
Positions Supervised: Policy Academy faculty/instructors  
Work Schedule:  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:
To manage, direct and promote the activities of the Northeast Texas Community College Police Academy and associated law enforcement training activities. The position reports directly to the Associate Vice President for Workforce Development.

MAJOR RESPONSIBILITIES:

2. Faculty duties, to include classroom instruction and other associated faculty responsibilities.
3. Student recruitment and counseling.
4. Plan and implement graduation programs for law enforcement certificate recipients and for the police academy graduates.
5. Liaison with appropriate State agencies responsible for law enforcement education and training, to include the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
6. Coordinate the activities of the Criminal Justice Advisory Board, schedule meetings, attend and record all scheduled meetings.
7. Coordination with Northeast Texas Community College administration, staff, and faculty regarding associated programs and related administrative matters.
8. Preparation, maintenance and administration of department budget(s).
9. Develop, review and revise as necessary, policies and procedures which relate to the administration of the law enforcement and police academy programs.
10. Provide reports and briefings as required to State and Federal Agencies, Northeast Texas Community College Board of trustees, senior administrators, Criminal Justice Advisors’ Board or others as directed.
11. Coordinate sensitive background investigations (criminal history checks) of candidates for police academy programs.
12. Coordinate appropriate student organizational activities and/or other extra—
curricular activities that are conducted in support of the college and the criminal justice/law enforcement programs.

13. Manage the administrative and logistical matters relating to the criminal justice and law enforcement programs, to include the facilities, equipment, and personnel mailers within the director’s area of responsibility.

14. Maintain security and accountability of safety sensitive equipment and other accountable inventory, to include vehicles, firearms, ammunition and personal information relating to students and faculty.

15. Coordinate law enforcement continuing education instruction and programming.

POSITION CHARACTERISTICS:

INFLUENCE ON THE PROGRESS/SUCCESS OF THE COLLEGE:

1. Failure to perform in an acceptable manner will adversely affect the perception that the community maintains concerning the college and its associated programs.

2. Improper or substandard performance in this position would probably result in a loss of student enrollment, with a subsequent loss of revenues related to such enrollment.

3. Gross negligence or evidence of malfeasance on the part of the director could result in criminal prosecution or civil litigation.

4. Poor performance or the apparent lack of compliance with the rules of appropriate regulatory boards or commissions could result in a withdrawal of approvals or certifications necessary to continue various programs.

CONTACTS:

1. The director will have frequent contact with public officials at the local, state, regional and federal level. Routine contact with such persons is necessary in the normal course of providing community services and in the coordination of various programs which are managed, supervised and funded by a variety of public agencies.

2. Frequent contact and association with the administrative leadership of the college is anticipated, to include the President of the College, the Executive Vice President for Instruction, the Associate Vice President for Workforce Development, and other members of the college staff. Such contact is necessary for the routine administration of academic programs and various administrative, logistical and fiscal matters relating to the mission of the institution.

3. Frequent contact with community leaders is anticipated, to include those local law enforcement leaders who rely upon the college programs to provide a continuing source of professionally trained law enforcement and criminal justice personnel. Occasional meetings, public addresses and other liaison with community leaders and civic organizations may be necessary to maintain the level of service to the community to which the college is committed.

4. Continual contact with the faculty of the institution is mandatory. Such liaison and coordination is essential to the development of well-conceived programs which expose the student body to a wide range of educational opportunities and life
experiences. The close contact with faculty peers is an essential ingredient in the recruitment process. Particular emphasis must be paid to the contact with the part-time faculty in order to ensure that they are brought into the main-stream of the educational and vocational programs.

5. Daily and continual contacts with students and alumni are necessary to achieve the goals and objectives of the department’s programs of law enforcement and criminal justice training and education. These contacts include recruitment of students, counseling, classroom instruction, evaluation, and job placement.

**INITIATIVE AND LATITUDE:**

1. The director follows general instructions as expressed in the faculty handbook, college policy statements, and routine instructions of the college leadership.
2. The director works under the direct supervision of the Associate Vice President for Workforce Development. Major changes in programs, fiscal matters, and events, which may be of public interest, will be coordinated with the leadership of the college in advance.
3. The director is expected to work independently in the administration of the programs and responsibilities for which he/she is required to perform.
4. The director will anticipate problems and engage in routine problem solving activities as a primary responsibility of that position.
5. The director should make every effort to support the mission statement of the college and the associated goals and objectives for which his/her department can contribute.
6. The director should endeavor to resolve all controversies and problems associated with his/her responsibilities without excessive reliance upon the Associate Vice President for Workforce Development. In those instances where assistance must be sought, the director should insure that the AVP for Workforce Development is fully informed of all important conditions and is provided with well-reasoned recommendations for resolution of the issue(s).
7. The director is expected to accomplish the assigned responsibilities through consultation, collaboration and leadership. The position is highly visible, highly sensitive and one in which the director must continually engage in positive measures of encouragement and “example setting.”

**SPECIAL WORKING CONDITIONS:**

1. Director’s activities will be divided between classroom activities, routine office work, and occasional outdoor activities.
2. Training activities may occasionally require exposure to the natural elements, and to moderate physical activity.
3. Routine training activities may require physical contact with other persons, to include instructors and students. Such activity could result in physical discomfort or injury.
4. Routine training activities may require the use of weapons or other instruments of deadly force, which are used in the police training program.
5. Training activities may require the operation of motor vehicles in a manner which could result in vehicle accidents or injury.
6. The position may require occasional travel outside the college area for the purpose of attending training, seminars or coordination meetings with other institutions,
public agencies, or civic organizations.

7. The position may require occasional after-hours and/or weekend work in order to accomplish assigned responsibilities and meet various organizational duties.

RELEASED TIME:

The director receives twelve (12) semester credit hours of released time from teaching responsibilities during each of the long semesters. The director will not have summer teaching responsibilities in order to devote sufficient time to coordinate the summer academy, to develop continuing education programming, to recruit students, to articulate with criminal justice agencies, local workforce development boards, TCLEOSE and universities, and to plan for the upgrading of curriculum and facilities.

TCLEOSE requires full-time directors for TCLEOSE—approved police academies.

MINIMUM QUALIFICATIONS:

1. Must possess excellent written and verbal communication skills in the English language. Additional foreign language skills will be considered a plus.
2. Must possess the technical and theoretical skills necessary to supervise and instruct college credit courses in criminal justice and certificate level law enforcement training programs.
3. Must possess management and administrative skills necessary to manage numerous tasks and programs which occur simultaneously.

Signatures:

______________________________  _________________________
Director, Northeast Texas Policy Academy  Date

______________________________  _________________________
Associate Vice President for Workforce Development  Date

______________________________  _________________________
Executive Vice President for Instruction  Date

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President  Date