

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: DIRECTOR, POLICE ACADEMY

#### BASIC FUNCTION:

Under the administrative direction of the Dean of the Higher Education Center at Otay Mesa, plan, organize, direct, and manage the programs and operations of the District's Police Academy, certificate programs and in-service training for police; and perform administrative support duties related to the operation of the Police Academy.

#### REPRESENTATIVE DUTIES:

1. Plan, organize, direct, and provide leadership for the programs, projects, services and activities of the District's Police Academy to create effective learning environments for students. *E*
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; provide program analysis and participate in strategic and long-range instructional planning. *E*
3. Recommend an annual budget for the Police Academy; supervise expenditures; maintain fiscal controls. *E*
4. Recommend and prioritize the acquisition of capital equipment, computer, supplies and other equipment. *E*
5. Develop and prepare new and renew grant proposals; collect appropriate data in preparation of grant proposals; serve as the director of all grant funded programs and activities. *E*
6. Oversee and participate in the development, administration, and coordination of the assigned program budgets; participate in the forecast of funds; monitor and approve expenditures; requisition supplies; implement adjustments. *E*
7. Participate in the selection, assignment, training, supervision, and evaluation of assigned staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of assigned staff; implement discipline and termination procedures. *E*
8. Recruit, train, schedule, assign, supervise and evaluate the work performance of assigned academic and classified personnel; discipline personnel in accordance with established policies and procedures; serve on Administration of Justice and Police Academy departments tenure and evaluation committees. *E*
9. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. *E*
10. Provide leadership for program development, including the conception, implementation, evaluation and revision of the curriculum. *E*
11. Responsible for program development, including the conception, implementation, evaluation and revision of the curriculum. *E*

**Director, Police Academy - Continued**

12. Administer external accreditations and assure regulatory compliance with the California Commission on Peace Officer Standards and Training. *E*
13. Consult with faculty and staff to design a schedule of credit, non-credit and contract education courses offered at multiple locations to meet the needs of students; review assignments of faculty and assistants to courses; monitor schedules and workload for accuracy through out the semester; assure accurate and timely attendance reporting for all Police Academy courses. *E*
14. Maintain current knowledge of new developments and innovations in Police Academy Programs; recommend changes to maintain relevance and meet student and community needs; conduct instructional needs assessments as appropriate. *E*
15. Monitor registration in program classes; recommend opening of new class sections and the cancellation of classes with low enrollment. *E*
16. Assist instructors in establishing a classroom environment that promotes teaching and learning and respects persons of diverse cultural and ethnic backgrounds. *E*
17. Develop and implement procedures for the maintenance, use and security of supplies and equipment. *E*
18. Manage the facility operations of the Police Academy including facility planning, scheduled cleaning and maintenance, and repair. *E*
19. Exercise leadership in the development of the program budgets and manage financial resources consistent with District policy and sound financial management principles, including monitoring revenue generated and expenditures to cities through revenue share contracts; approve expenditures. *E*
20. Assure that all programs, services and functions comply with federal, state and local codes, rules, regulations, ordinances and District policies and procedures. *E*
21. Work cooperatively with other administrators and outside agencies to coordinate programs and services in appropriate discipline areas; assist in identifying outside funding sources and in preparing proposals and grant applications and manage compliance and tracking of grant awards. *E*
22. Serve as an advocate for the District and liaison with local, state and regional Police Department and other public safety agencies and organizations; assist in program articulation with the high school and other local, state and federal educational programs and agencies. *E*
23. Communicate with leaders in the private and public sectors to determine needs for new courses and programs.
24. Serve as staff on a variety of committees, boards, and commissions; prepare and present staff reports and other necessary correspondence. *E*
25. Participate in shared governance through service on hiring, planning and/or operations committees and task forces. *E*
26. Participate in cooperative arrangements with other educational institutions. *E*
27. Participate as a member of College committees as assigned. *E*

**Director, Police Academy - Continued**

28. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operations, services, and activities of Police Academy operations and activities.  
Principles and practices of program development and administration.  
District policies, procedures, and current educational programs.  
Methods and techniques of leadership and management.  
California Police Officer Standard Training policies, procedures, codes and regulations.  
Principles and practices of curriculum and course development.  
Statewide Title V matriculation regulations.  
Matriculation process, objectives, policies and regulations.  
District-wide administrative methods and procedures.  
Basic research methods and report writing techniques.  
Principles of business letter writing and report preparation.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Methods and techniques of research, analysis, and decision making.  
Principles and procedures of statistical record keeping and report preparation.  
Modern office procedures, methods, and equipment including computers and applicable software.  
English language usage, spelling, grammar, and punctuation.  
Interpersonal skills using tact, patience, and courtesy.  
Pertinent federal, state and local codes, laws and regulations.

**ABILITY TO:**

Manage, direct, and provide effective leadership for comprehensive Police Academy Programs.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Develop, coordinate, and manage programs and services to meet the District's goals and objectives.  
Plan, organize, direct, and coordinate the work of lower level staff.  
Select, supervise, train, and evaluate staff.  
Identify and respond to sensitive organizational issues, concerns, and needs.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Prepare and present comprehensive, effective oral and written reports.  
Prepare and administer an operational budget.  
Interpret, apply, and explain applicable Federal, State, and District policies, laws, and regulations related to assigned functions.  
Plan, organize, coordinate and direct instructional programs in the areas of police education and training.  
Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.  
Effectively respond to all situations/incidents using sound judgment and decision-making skills.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work confidently with discretion.  
Conduct meetings and serve on committees.  
Plan and organize multiple activities and tasks to meet schedules and time lines.  
Work successfully with District faculty, administrators, and staff as well as community representatives.

**Director, Police Academy - Continued**

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of California P.O.S.T. advanced and supervisory certificates; possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.

Constant interruptions and distractions.

Exposure to computer screens.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders, and horizontally.

Revised: August, 2010

*Johnson & Associates*

Revised: November, 2010

*Human Resources*