

Sul Ross State University

Position Description

Official Title: Training Coordinator of Law Enforcement Academy

Job Code: 1226

Salary Group: Unclassified (4)

Summary

Function: Provide high quality training programs that meet the needs of law enforcement and corrections officers in West Texas including the Basic Peace Officer training program and other training mandated by the Texas Commission on Law Enforcement Officer Standards and Education

Scope: The Law Enforcement Academy provides training programs to area law enforcement personnel which (1) fulfill the required training mandates of the Texas Commission on Law Enforcement Officer Standards and Education, and (2) provides in-service and continuing education to promote professionalism in law enforcement. The Law Enforcement Academy also conducts at least one Basic Peace Officer training course each year.

Duties

Provide high quality training programs that meet the needs of law enforcement and corrections officers in West Texas including the Basic Peace Officer training program and other training mandated by the Texas Commission on Law Enforcement Officer Standards and Education. Recruit and market the academy to area agencies in order to meet their staffing needs. Teach certification classes and supervise guest instructors in the program, maintain appropriate records; evaluate instruction and oversee the academy budget. Position is Security Sensitive.

Supervision

Received: Dean of Professional Studies.

Given: Secretary, student workers and academy instructors.

Education

Required: Master's degree.

Preferred: Doctorate.

Experience

Required: minimum of four years' full-time experience as a peace officer. Must have or be able to obtain the TCOLE Basic Instructor certificate

Preferred: Teaching/training, curriculum development, program development experience

Equipment/Skills

Required: Computer and instructional aids, including audio-visual equipment

Preferred:

Working Conditions

Usual: Works days and hours dictated by the training needs of the area; some weekends and nights necessary; some travel necessary; exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December 2016