

**PERMIAN BASIN REGIONAL PLANNING COMMISSION  
JOB DESCRIPTION**

**LAW ENFORCEMENT ACADEMY TRAINING COORDINATOR**

**GENERAL DESCRIPTION**

The Criminal Justice Law Enforcement Academy Training Coordinator reports to the Director of the PBRPC Criminal Justice Department. Performs management of the PBRPC law enforcement academy (Academy), providing direction, developing policies, reviewing guidelines, procedures, rules and regulations, establishing priorities, standards and measurement tools for determining programs in meeting goals; coordinating and evaluating program activities. Responsible for the day-to-day operations and instructors of the Basic Peace Officer Course and Basic County Corrections Course. Work involves assisting local law enforcement agencies with planning, development and delivery of mandatory in-service training courses. Assigns, and supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

- \* Directs program area(s) and activities, maintaining course schedules and course files
- \* Provides direction, guidance, and assistance in program areas, appointing and supervising qualified instructors; securing and maintaining all facilities necessary to meet inspection standards by TCOLE; enforcing admission, attendance, retention and other standards set by the Commission or Advisory Board; distributing learning objectives and TCOLE rules to all students at the beginning of each course that may result in the issuance of a license, and ensuring that all learning objectives are taught.
- \* Establishes goals and objectives that support overall strategies; plans, develops and approves schedules, priorities and standard for achieving goals; and directs evaluation activities.
- \* Plans, develops, implements, coordinates, monitors, and evaluates policies.
- \* Reviews guidelines, procedures, rules and regulations and monitors compliance.
- \* Supervising students and instructors, controlling demeanor of each student and instructor during class.
- \* Ensuring that all examinations are proctored.
- \* Attend Academy Coordinator's or any other related workshops/training.
- \* Develops and implements techniques for evaluating program activities.
- \* Participates in monitoring and audit reviews for TCOLE and grant compliance.
- \* Develops goals and objectives consistent with the agency strategic plan.
- \* Identifies the need to revise program area
- \* Represents the agency at business meetings, hearings, trials, legislative sessions, conferences and seminars or on boards, panels and committees.
- \* Participates in monitoring / audit reviews for grant compliance.
- \* Plans, assigns, and supervises the work of others.
- \* Performs related work as assigned.

## **JOB DESCRIPTION**

### **LAW ENFORCEMENT ACADEMY DEPUTY DIRECTOR**

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#### **GENERAL QUALIFICATION GUIDELINES**

##### **Experience and Education**

It is preferred that the applicant hold a TCOLE instructor certification; or, has the ability to obtain TCOLE instructor certification within six (6) months of hire. To obtain the TCOLE Proficiency Certificate a qualified applicant must have:

- (1) Substantial experience in teaching **OR** in the special field or subject area to be taught, to include:
  - (a) Two (2) years' experience as a peace officer, telecommunicator, or jailer; **OR**
  - (b) A Bachelor's degree **AND** two (2) years of teaching experience; **OR**
  - (c) A graduate degree: **AND**
- (2) Successfully completed an instructor training course or its equivalent, as determined by the TCOLE Executive Director.

##### **Knowledge, Skills and Abilities**

Knowledge of local, state, and federal laws and regulations relevant to program areas.

Ability to direct, organize and facilitate program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

##### **Registration, Certification or Licensure**

Valid Instructor Certificate from TCOLE preferred, or must be able to obtain Instructor Certificate from TCOLE within six (6) months of hire.

Appropriate Texas drivers license and proof of automobile liability insurance.