

**DIRECTOR  
CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

**GENERAL RESPONSIBILITIES**

Responsible to the Associate Dean of Criminal Justice Academies for all aspects of criminal justice academies instruction; assists with other criminal justice education programs; also performs other duties and special projects as assigned.

**SPECIFIC RESPONSIBILITIES**

**CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

Works with the Orange County Sheriff's Department and other law enforcement agencies to ensure the efficient and effective operation and management of instruction including, scheduling of all courses in appropriate facilities, staffing, admissions, and compliance with and reporting of certification requirements; assists in the Basic Academy selection process of non-affiliated academy students; counsels individuals interested in law enforcement careers; ensures the effectiveness of all course offerings, activities, and services and their responsiveness to the needs of culturally diverse communities; recommends and implements policies and regulations; ensures compliance with applicable laws and regulations; maintains related records and submits related reports.

Supervises and coordinates Santa Ana College's Criminal Justice Academies presentations with law enforcement training partners; assists with the design, delivery, staffing, funding and evaluation of instruction to public and private entities pursuant to contracts. Performs as the Director of the Basic and Modular Academies, coordinates Advanced Officer Training programs, and supervises all academy faculty and classified staff. Coordinates, schedules and conducts In-Service Agreement site visitations as assigned. Assists the Associate Dean with site facility management assuring that all its systems are functioning properly. Performs other duties and special projects as assigned by the Associate Dean of Criminal Justice Academies.

**PERSONNEL**

Under the direction of the Associate Dean, the Director of Criminal Justice Academies is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements. Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff. Monitors part-time faculty LHE and assures compliance within contractual limits.

**STUDENTS**

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

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**DESIRABLE QUALIFICATION GUIDE (CONT'D)**

**ESSENTIAL FUNCTIONS**

Supervises all aspects of the operation of Criminal Justice Academies instruction, including all functions of assigned staff.

Assists in the preparation and management of budget for designated programs; identifies law enforcement training needs, and ensures compliance with California laws and Commission of Peace Officer Standards and Training (POST) certification requirements.

Maintains POST certification to serve as an academy instructor fulfills academy teaching assignments as needed.

Assists in the development of departmental curriculum and conducts program review.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Possession of a bachelor's degree; and, at least six years of full-time experience in law enforcement, corrections, probation or parole at a command level (Lieutenant, Captain, Commander, Chief, or equivalent). Successfully completed POST Academy Instructor Certification course (AICC).

**Required Skills:** Ability to assess public safety training and educational needs and opportunities; supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017