

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

## POSITION DESCRIPTION

<b>POSITION:</b>	Police Academy Coordinator/Law Enforcement Lecturer
<b>PAY GRADE:</b>	E3
<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Academics
<b>REPORTS TO:</b>	Chinle Instructional Site Director, effective 1/2/2019

### JOB PURPOSE:

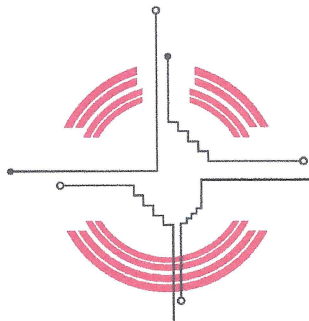
Responsible for building a Navajo Police Academy in partnership with the Navajo Nation. This includes the development of an associate degree program capable of meeting New Mexico, Utah, and Arizona's post requirements for police officers and a baccalaureate degree in Criminal Justice. Plans and coordinates training and degree programs for recruits, in-service police officers, licensed security guards, and other law enforcement personnel; Reviews police technology and law enforcement literature, survey agency personnel, and confers with Police Academy, Police Department, and University administrators to determine training needs, assess current programs, and process new courses. Determines feasibility of proposed courses based on factors such as numbers of registrants, availability of instructors, and funds allocation.

*This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.*

### JOB DUTIES & RESPONSIBILITIES:

- Develops departmental plans, goals and objectives and ensures compliance.
- Plans for and helps implement an associate degree in Law Enforcement and a baccalaureate degree in Criminal Justice.
- Participates in planning for other public safety training and degree programs.
- Teach three Law Enforcement courses per semester.
- Instructs students in field of study.
- Takes, maintains, and submits attendance reports.
- Provides assistance to students regarding up-to-date information on degrees or certificates in their educational program.
- Maintains accurate files on each advisee, refers students when appropriate to sources of specialized services within the University.
- Sets up, plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Designs tests and evaluates achievement of students.

- Takes all necessary and reasonable safety precautions to protect students, materials, equipment and facilities.
- Arranges for course instructors, allocates space, and ensures availability of training materials and equipment.
- Assists instructors during training/class sessions and evaluates course effectiveness
- Maintains and secures enrollment records.
- Plans, formulates and recommends policies and programs that will further the objectives of the student services.
- Establishes, implements and communicates goals, objectives, policies and procedures.
- Assists with development and coordinates policies and procedures relative to all student activities.
- Coordinates and ensures the security of all phases of testing for the Supervisor, Probation, and Juvenile Correction Officer Academy students including written examinations, practical exercises and scenarios.
- Administers the policies and regulations of the University as they pertain to students, including internal student government responsibilities, judicial and disciplinary procedures.
- Coordinates academy enrollment management for the University.
- Plans, directs and participates in activities related to student advisement and law enforcement career counseling services.
- Works closely with all University constituencies in efforts to enhance student services in the assigned departments and functional areas.
- Develops and presents reports through the Academy database and Jenzabar.
- Maintains academy database
- Implements an effective system for assessment of operations and goals to include processes for feedback and improvement.
- Works collaboratively with instructional faculty and academic support programs to facilitate and enhance all programs associated with the Police Academy.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Maintains confidentiality of all privileged information per FERPA.
- Attends meetings that relate to Police Academy operations.
- Performs other duties as assigned.
  
- **MINIMUM QUALIFICATIONS/REQUIREMENTS:**
- Master's Degree in Criminal Justice, Law Enforcement or a related field.
- Three years' work experience in police, correction, or related field experience either in a teaching position or in the correction's field.
- Valid and clean state driver's license.
- Must be able to pass background check with NO prior convictions of any felonies and no history of child abuse and/or neglect.



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## **PREFERRED QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Criminal Justice, Law Enforcement or a related field.
- Five years' work experience in police, correction, or related field experience either in a teaching position or in the correction's field.
- Valid and clean state driver's license.
- Must be able to pass background check with NO prior convictions of any felonies and no history of child abuse and/or neglect.

***The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.***

## **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of generally accepted procedures and training delivery strategies as mandated by corrections.
- Knowledge of student services policies, practices and requirements.
- Knowledge of Local Law Enforcement skills in developing training
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to plan, assess, and evaluate training programs.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively.
  
- **PHYSICAL DEMANDS:**
- While performing the duties of this job, the employee frequently sits, stands, walks, bends, stoops, and squats.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and carry up to 15 pounds.
  
- **WORK ENVIRONMENT**
- Work is typically performed within an office with normal noise levels.
- Tight time constraints and multiple demands are common.
- Travel is required.

- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.