

## NFC Job Description

**Job Title:** Instructional Coordinator of Criminal Justice Programs  
**Department:** Public Safety  
**Reports To:** Director of Public Safety  
**FLSA Status:** Exempt (Professional)  
**Prepared By:** HR Department  
**Revised Date:** April 1, 2015  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Act in the absence of the Public Safety Director to assure quality control of the vocational law enforcement, correctional, and continuing education criminal justice training programs with chief duties being the daily scheduling of instructors, courses and facilities and maintenance of records. This position also holds the responsibility for verifying instructor records to director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

Employee must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida College.

1. Management of all courses to assure that criminal justice training, both recruit and advanced education course programs, meet the goals and objectives of North Florida College and the Florida Criminal Justice Standards and Training Commission (CJSTC).
2. Be prepared to teach classes as needed in the absence of scheduled instructors, and/or during course testing.
3. Act as liaison for Director when needed with agencies, students and administration.
4. Ensure safety of students and training school instructors.
5. Report deficiencies in facilities, equipment and supplies to director.
6. Prepare requisitions for supplies as needed.
7. Schedule qualified instructors and/or advise director when special exceptions apply so that documentation can be obtained and kept on file.
8. Provide information/documentation for course files as required by CJSTC and NFCC Policies.
9. Prepare documentation to ensure that all instructor applications are completed correctly, that all requirements have been met and that an internship has been completed.
10. Designate individuals responsible for specialty areas of instruction coordination as required by

CJSTC.

11. Assist in the development, administration and security of examinations
12. Report all expenditures to be charged to CJSTC Trust Fund to comply with Florida Statutes, CJSTC Rules and Policies and Procedures.
13. Prepare all documentation required for NFC and CJSTC courses, including student certificates for advanced/specialized course.
14. Report all incidences of violations of academy rules to director to assure compliance with CJSTC rules and Florida Statutes.
15. Conduct student orientations and provide a set of applicable rules to recruit students. Make recommendations to the director on disciplinary matters as prescribed by the Recruit Manual.
16. Prepare and submit all necessary documentation of Public Safety Academy adjunct staff and instructors to Human Resources and the appropriate Dean for signature.
17. Provide time sheets and contracts to director for documentation of monthly payroll for all part-time employees in the department.
18. Assist in establishing training program schedules and recruit students to maintain and increase enrollment in programs.
19. Act for the director in the director's absence.
20. Must have thorough knowledge of Florida Administrative Code regarding FDLE/CJSTC training rules (11B-14; 11B-18; 11B-20; 11B-21; 11B-27; 11B-30; 11B-35)

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises numerous adjunct instructors in the Criminal Justice Academy Program. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Bachelor's Degree from an accredited College or University preferred, or graduate of the FBI National Academy, or Southern Police Institute, or five (5) years related experience and/or training in the criminal justice field. Candidate must hold a current Criminal Justice Standards and Training Commission General Instructor Certification, and/or meet FAC 11B-20.001 instructor requirements High Liability Certifications preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATIONS, LICENSES, REGISTRATIONS**

Must hold a Florida law enforcement or corrections certification from the Florida Department of Law Enforcement Criminal Justice Standards Training Commission (FDLE/CJSTC), or be able to attain certification within 180 days of employment as a condition of employment.

Must be eligible in all respects to become an active Law Enforcement Reserve Officer. If a local Reserve Law Enforcement position is available, participation is required.

Must have a valid driver's License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually moderate but can become very loud (Firearms training).