



## Job Description

**Job Title: Director-Police Academy**

**JTC: AQC**

**Salary Range: E03**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

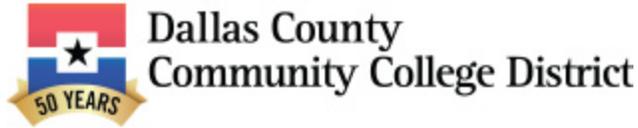
Experience in developing business and operational plans that demonstrates a clear understanding of organizational policies/procedures. Ability to plan and implement projects related to the department's strategic plan that accomplish the vision, mission, and goals of the organization. Knowledge and ability to comply with applicable federal, state and local regulations. Ability to stay up-to-date with trends and best practices related to area of responsibility.

Ability to generate various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Ability to adapt to changing conditions, effectively communicates changes, and build commitment to overcome resistance to change. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships with diverse stakeholders and constituents internal and external to the organization to improve work productivity. Must be able to represent the organization to key stakeholders and business partners. Ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that build people management skills as well as leadership skills and capabilities.

Must be able to multitask, have excellent time management skills and the ability to research, review, analyze, and cross-reference complex data. Knowledge and experience in providing oversight of various organizational programs and directing the work of personnel to meet annual, short and long-range goals. Capable of planning, implementing, executing and evaluating complex projects and ensuring completion on time and within budget.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Must have excellent project management



skills. Ability to work cross-functionally with constituents to implement operational strategies or new processes to improve the client experience and provide excellent customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. May include physical exertion relative to a Police Academy setting exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities of the position.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus five (5) years of work experience in related field including two (2) years of supervisory experience. Must possess a Basic Instructor Certification issued by the Texas Commission on Law Enforcement (TCOLE). Official transcripts and certifications are required. A current and valid Texas driver's license is required. May require early morning, evening, and weekend work. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

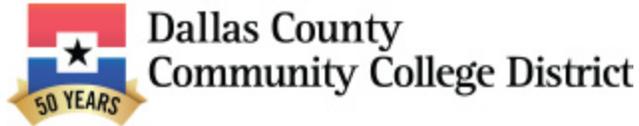
Responsible for the oversight and coordination of the college's Police Academy in cooperation with partnering agencies, working closely with instructors, staff and local law enforcement to ensure cadets obtain a quality education to meet the needs of stakeholders and constituents within the DCCCD community network. Maintains working relationships with all segments of the Criminal Justice System to keep abreast of current requirements, trends, policies and procedures. Interprets and applies policies, procedures, laws, codes, and regulations pertaining to Police Academy programs and functions.

Integrates knowledge of industry trends and professional training to continuously improve program to ensure the establishment of effective learning outcomes and related assessment methods. Applies and maintains standards of quality operating methods, processes, systems and procedures; implements changes as necessary to maintain a successful Police Academy. Ensures the Police Academy program meets accreditation standards and complies with state and national policies and procedures.

Responsible for providing quality instruction to a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and district. Supports Police Academy students through the academic program ensuring retention and graduation.

Monitors and evaluates program instructors and staff performance; maintains inventory of program equipment and supplies; provides input on department budget. Maintains required standards, records, filing and reporting deadlines, notifications, and compliance with all mandates established by Texas State law and enforced through the Texas Commission on Law Enforcement (TCOLE). Acts as custodian of records and works closely with District and TCOLE auditors during academy evaluations.

Completes required DCCCD Professional Development training hours per academic year. Utilizes solid interpersonal, listening, oral and written communications when communicating with a diverse stakeholders and constituents internal/external to the DCCCD community network.



Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*