

**Imperial Community College District
Director, Peace Officer Standards and Training (P.O.S.T.)**

DEFINITION:

Under the supervision of an appropriate administrator, the Director of P.O.S.T. provides vision, leadership, direction and administration for the P.O.S.T. and other assigned public safety academies/programs. The Director of P.O.S.T. establishes and maintains a supportive program atmosphere of positive challenge, relevancy, and academic achievement for students to pursue a future in their chosen field of occupation.

EXAMPLES OF DUTIES

- Participates with faculty in curriculum development and annual evaluation, review, and revision of courses, course materials, and instructional methods.
- Oversees and directs the operational activities of POST and other assigned academies/programs. Develops an academic class and module schedule for POST and other assigned academies/programs with the Dean
- Hires, directs, and evaluates faculty and staff of the assigned academies/programs.
- Ensures the assigned academies/programs meet accreditation and state agency requirements.
- Verifies all student academy/program completers meet all the requirements for state certification. Directs the graduation ceremonies of each academy.
- Directs activities related to high-level-technological simulators; e.g. Force Option Training Simulator (FOTS) and/or Enforcement Driver Simulator (EDS). Monitors the installation and maintenance of simulators. Reviews and approves qualifications for operation of simulators.
- Develops and implements contract and policy/procedure for outside agency use of simulators and monitors compliance.
- Works with the Articulation Officer, provides outreach and articulation services for success and growth of the programs. Informs counselors, faculty, staff and students of potential job placements or labor market information and related local, state, or federal statutes/initiatives that may impact the assigned academies/programs.
- Expands and enriches community recruiting activities through ongoing networking with local or regional universities, high schools, middle schools, career days, and/or IVC clubs.
- Utilizes data, state requirements, and Advisory Committee recommendations to facilitate Program Review and ongoing academy/program self-study/accreditation processes in collaboration with Faculty and Dean.

- Completes the annual IVC Program Review for assigned academies/programs. Bi-annually completes the CTE Program Review assessments.
- Reviews and revises annually all policies and procedures related to the POST and other assigned academies/programs. Annually review and revise all student and faculty handbooks and catalog inserts related to the POST and STC programs.
- Maintains compliance with State and Federal regulatory guidelines.
- Ensures that students' program files are updated, maintained, and reported in accordance with Family Education Rights and Privacy Act (FERPA); monitors students' academic and assessment records to analyze satisfactory academic progress; compiles and analyzes evaluation data to identify barriers to progress; provides recommendations for interventions for students experiencing and demonstrating academic difficulties.
- Develops and recommends appropriate budgets and budget narratives for multiple programs; supervises expenditures and maintains fiscal responsibility for assigned area.
- Attends a variety of meetings, including District management meetings, Board Meetings, K-12 school Board Meetings, community meetings, advisory council meetings, faculty meetings, and County/Regional advisory committee meetings; represents the college's POST program on Regional and state Consortiums and workgroups.
- Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study, participation in professional development opportunities and organizations.
- Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Have an understanding of community college students, their diverse ethnic, social economic and cultural backgrounds.
- Knowledge of P.O.S.T. and public safety academies/programs.
- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Plan, organize, direct, administer, develop, and implement approaches to address student needs.
- Knowledge of state and federal laws and regulations related to area.
- Ability to communicate effectively, written and oral.
- Ability to direct, manage, and evaluate faculty and staff.
- Knowledge of budget development and fiscal management.
- Knowledge of California Education Code.

MINIMUM QUALIFICATIONS:

Possession of any master’s degree and one year of formal training, internship or leadership experience in a law enforcement or related field.

AND

Possession of education and current certifications to comply with the POST requirements for instructors and directors including completion of the Academy Instructor Certification Course (AICC), from an accredited provider such as the Instructor Development Institute (IDI) or Academy Instructor Certificate Program (AICP), or its authorized equivalent.

AND

Demonstrated sensitivity to and ability to work with diverse academic, socio-economic, cultural, and ethnic backgrounds of community college students, including those with disabilities.

WORKING CONDITIONS:

Environment: Office and laboratory.

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

| Ratings | Essential Physical Requirements |
|----------------|--|
| 3 | Ability to work at a desk, conference table or in meetings of various configurations. |
| 1 | Ability to stand for extended periods of time. |
| 4 | Ability to sit for extended periods of time. |
| 4 | Ability to see for purposes of reading printed matter. |
| 4 | Ability to hear and understand speech at normal levels. |
| 3 | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 1 or 2 | Ability to lift 10 pounds. |
| 1 or 2 | Ability to carry 10 pounds. |
| 4 | Ability to operate office equipment. |

STATUS/RATIONALE

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the P.O.S.T. program of the College and the District.