

**SKYLINE REGIONAL CRIMINAL JUSTICE ACADEMY  
POSITION DESCRIPTION**

**Position Title:** In-service Training Coordinator

**Salary Range:** \$ 23.81-29.91 hr. at 27 hrs. week

**FLSA:** Classified Part time

**Reports to:** Deputy Director

**Prepared Date:** April 30, 2019

**Adopted:** May 7, 2019

**Reviewed and Revised:** December 18, 2019, June 16, 2020, June 16, 2022, Dec 19, 2023

**Job Summary:**

Coordinates the In-service Program, DCJS compliance in standards, and assists in basic school programs.

**Major Job Functions:**

The following is a summary of the major essential functions of the In-service Training Coordinator position. The incumbent may perform other duties, both major and minor, that are not mentioned below, and specific functions may change from time to time.

- Schedule and maintain the Academy in-service schedule while ensuring the necessary DCJS and Archiving requirements are met.
- Schedule, plan, and instruct (as required) individual classes in accordance with Department of Criminal Justice Services (DCJS) and Academy guidelines and schedule, introduce, and evaluate assistant and guest instructors.
- Supervises and evaluates in-service instructors on a daily basis. Reviews daily class evaluations. Ensures compliance with Department of Criminal Justice Services (DCJS) and Academy policies and regulations.
- Ensure that program materials are completed for archiving each class.
- Set up, and maintain classrooms/ranges, brief classes, maintain records of student attendance, and reproduce or create handouts and training aids.
- Maintain professional, cordial relations with other staff members, students, visiting instructors, Sheriff's Chiefs, and other organizational heads. Assist or substitute for any other Academy staff member as needed.
- Other duties as assigned.

**Qualifications:**

Education and Training: Bachelor's degree in Criminal Justice or related field preferred. Experience beyond the minimum may substitute for education. Possessing and maintaining a DCJS General Instructor certification is preferred.

Work Experience: Five or more years in Law enforcement and/or Corrections experience and/or experience in training officers preferred.

Knowledge, Skills and Abilities required: Must have the ability to communicate thoughts, ideas and concepts to students and instructors. Requires good organization and people skills with confidentiality when required. Must have a working knowledge of MS Office products. Requires a valid driver's license and the ability to operate a motor vehicle.

Physical Requirements: Physical requirements of this position will include sitting, standing, walking, talking and hearing with the occasional lifting of less than 50 pounds, leading physical training sessions and the ability to be outdoors in varying weather conditions .