



**Classification:** Academy Instructor (Civilian)

**Title Code:** V09875

**Pay Range:** --

### **POSITION SUMMARY:**

This is a professional and technical position in which the employee conducts training programs for the department and other law enforcement agencies. General supervision is received from an administrative superior who reviews work for conformance with departmental policy and attainment of program objectives.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Instructs specialized training (e.g., recruit classes, in-service classes, recertifications, etc.) and other courses for the department and other law enforcement agencies.

Conducts research and prepares material for course curriculum, operational manuals, training bulletins, and other materials; develops, prepares, and adapts staff training materials and training guides to cover specific training needs; writes and edits existing training guides, lesson plans and reports.

Studies agency objectives, policies and operating procedures in order to assist in the development of educational needs.

Reviews written tests submitted by students to ensure completeness and accuracy of materials covered in class and monitors student progress; provides guidance and assistance to students during training.

Monitors own performance to facilitate professional growth by establishing goals, objectives and standards, and attend pertinent instructor courses and seminars to facilitate professional development.

Operates various equipment to conduct classes (e.g., computer, DVD, VCR, personal computer, and projector for computer presentations).

Prepares correspondence for division director, bureau commander, or Superintendent on matters related to training.

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of Patrol policies, procedures, rules and regulations.

Knowledge of methods of instruction, presentation of training materials, and principles of personnel development.

Knowledge of the principles, methods, and techniques involved in the development and administration of training programs.

Knowledge of the basic principles and techniques of supervision.

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Ability to analyze and correct problems relating to training methods and techniques.

Ability to present ideas and recommendations orally and in writing, in a clear, concise and persuasive manner.

Ability to research and develop projects for the improvement of the training function.

Ability to assist agency staff in identifying training needs and developing training programs.

Ability to learn how to create reports and documents utilizing Microsoft Word, Microsoft Excel, or other computer software.

Ability to provide leadership to academy students.

Ability to effectively plan, develop, and organize materials for use in training programs.

Ability to lead discussions and instruct participants in training classes.

Ability to present ideas clearly.

Ability to operate audiovisual aids and other equipment used for training purposes.

Ability to learn how to produce computer presentations using Microsoft PowerPoint or other presentation-based computer software.

Ability to instruct and relate to students who have diverse social and ethnic backgrounds.

Ability to lead discussions during specialized training classes and solicit ideas, thoughts and comments from classroom participants.

Ability to assist in determining training needs and developing appropriate training material.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with sensitive material (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree from an accredited college or university in Curriculum & Instruction, Education, Public Administration, Business Administration, or a closely related field and one year experience where the primary duties involved training and/or instruction.

OR

Five years of experience where the primary duties involve classroom training, training course design and development, and/or curriculum planning.

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and an approved Instructor Development Course within one year of appointment, as well as successful completion of management related courses at the discretion of the Training Division Director.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.