

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Public Safety/ In-Service Programs/Corrections	Management Team Educational Administrator	Range: 12.0

JOB DESCRIPTION:

Under direction, is responsible for the overall administration, supervision and coordination of the In-Service and Corrections Programs within the Department of Public Safety.

SCOPE:

The Director, Public Safety/In-Service Programs/Corrections, under direction of the Dean, Public Safety, is responsible for curriculum development and continued currency of state and national trends in training and certified courses in the In-Service and Corrections programs. Responsible for coordinating the integration of the instructional components of the Public Safety Training Center including the selection and evaluation of faculty and classified staff, preparing faculty assignments, curriculum development, scheduling classes, and program development and monitoring. The Director interfaces with all sectors of the community to select and market courses effectively. Under direction, the Director is responsible for program budget development and monitoring and selection and evaluation of off campus coordinators, faculty and classified staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Works with the Dean concerning program development, monitoring enrollments, development of class schedules, adding and canceling courses, faculty loads and evaluations, and other issues.
2. Responsible for instructor selection, training and evaluation, scheduling of instructors and facilities.
3. Supervises faculty and classified personnel within the In-Service and Correctional instructional program.
4. Oversees, monitors and manages high risk activities related to In-Service and Corrections programs.
5. Conducts orientation and procedures sections of the In-Service and Corrections Program, and carries a substitute teaching assignment when required in both programs.
6. Plans, budgets, and schedules courses within the In-Service and Correctional Program area.
7. Coordinates all support activities, including facilities, equipment, registration, notification and provides day-to-day management and supervision of students and student records for both programs.
8. Coordinates with administration and services departments that provide infrastructure: advertising, registration, curriculum approval, ordering books, equipment, personnel, faculty rental agreements, and other needs.
9. Oversees activities of the off campus facilitators.

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10. Responsible for coordination of Regional Training Managers, Film Committee, Simulator programs, and Basic Emergency Driver Training.
11. Receives, reviews, and facilitates resolution of student, faculty, and staff complaints.
12. Collaborates with department faculty and supervising administrators to identify potential new program areas and needed program revisions to ensure that curriculum is current and responsive to law enforcement needs.
13. Organizes and develops curriculum; creates courses for In-Service/Corrections Instruction.
14. In collaboration with the college's curriculum office, maintains currency of program information on college's occupational certificate/majors website.
15. Utilizes advanced technology to maintain currency in course delivery.
16. Oversees the currency of the Public Safety Training Center website course offerings in In-Service and Corrections.
17. Represents department to the campus community, other agencies and the community at large.
18. Seeks and applies for grants and other funds to supplement the program.
19. Coordinates special program events such as "Career Day".
20. Serves on standing and ad hoc committees as required.
21. Works with public safety, federal and state regulatory agencies to maintain currency and effectiveness of presentations in each of the certified courses.
22. Assists the Dean in preparation of the annual budget as it relates to this program.
23. May be assigned to act as Training Center Director, in the absence of the Dean, Public Safety.
24. Performs other duties as assigned by the Dean, Public Safety.

KNOWLEDGE OF:

1. Current legislative, and state regulatory changes within each of the state certified courses.
2. Current methodology of the community college role in presenting vocational training.
3. Current managerial and supervisory techniques as it pertains to the supervision of faculty and classified personnel.
4. Contract management for instructional courses.
5. Grant writing techniques and management.
6. Program review and evaluation process.

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7. Risk management assessment and techniques.
8. Instructional methodology, course scheduling and budgetary procedures as they apply to each of the courses.

ABILITY TO:

1. Plan and organize large, complex tasks.
2. Supervise, evaluate and motivate staff in the area(s) of assignment.
3. Plan and administer complex, highly regulated programs and related budgets. Make operational decisions, organize and prioritize work, and solve complex problems on a daily basis.
4. Professionally represent and advocate for the In-Service and Corrections programs in the community.
5. Establish and maintain liaison with vendors, law enforcement agencies and state officials.
6. Relate effectively with a wide diversity of students, faculty, staff and community members.
7. Communicate effectively, both orally and in writing; experience in public speaking.
8. Develop curriculum, courses, and implement public safety training based upon state regulatory requirements, law and client agency needs.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Education:

Master's degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

SUPERVISION RECEIVED:

Reports to the Dean, Public Safety.

SUPERVISION EXERCISED:

Under direction of the Dean, Public Safety provides direct supervision of the In-Service and Corrections training programs including supervision of students, instructors, training officers and classified support staff.

Board Approved: March 10, 2009