

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Public Safety/ Ranger Academy	Management Team Educational Administrator	Range: 10.0 (.50 FTE) Days: 224

JOB DESCRIPTION:

Under direction, has specific responsibility for the Ranger Academy within the Department of Public Safety.

SCOPE:

The Director, Public Safety/Ranger Academy under the direction of the Dean, Public Safety, plans, organizes, and manages the Ranger Academy Program in keeping with the regulations of the National Park Service (N.P.S.), P.O.S.T., and SRJC.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Responsible for, but not limited to, curriculum development, instructor selection and training, scheduling of facilities and instructional presentations.
2. Supervises faculty and classified personnel within the Ranger Academy instructional area.
3. Conducts the orientation and procedures section of the Ranger program and carries a substitute teaching assignment when required.
4. Plans, budgets, and schedules courses of instruction within the Ranger Academy program area.
5. Coordinates and assigns rooms and facilities; arranges for all necessary equipment.
6. Assists with registration, notifications and provides day-to-day management and supervision of students and student records.
7. Maintains liaison with ranger academy user agencies and Federal regulatory agencies to maintain currency and effectiveness of presentations.
8. Assists the Dean with preparation of the annual budget as it relates to this program.
9. Prepares and administers weekly examinations and final examinations.
10. Plans and officiates at graduation ceremonies.
11. Performs other duties as assigned by the Dean, Public Safety.

DIRECTOR, PUBLIC SAFETY/RANGER ACADEMY

KNOWLEDGE OF:

1. United States code and the N.P.S. Code of Federal Regulations, Federal Rules of Criminal Procedure, N.P.S. organization, functions, policies and procedures, prospects for employment, and limitations.
2. Current methodology of the community college role in presenting vocational education.
3. Instructional methodology, course scheduling and budgetary procedures as they apply to each of the courses.
4. Instructional expertise in the Ranger Academy area.
5. Managerial and supervisory techniques as it pertains to the supervision of faculty and classified personnel.

ABILITY TO:

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Develop long-range planning and budgeting needs as they relate to courses being presented during the calendar year.
4. Communicate clearly, both orally and in writing.
5. 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 management of the Ranger Academy including supervision of instructors, training officers and classified support staff.

Board Approved: 02/12/02