

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, PUBLIC SAFETY ACADEMY (PSA)

BASIC FUNCTIONS:

The Director, Public Safety Academy (PSA), is an Educational Administrator as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions or deletions in policy and/or through the appropriate authority.

Under the direction of the School Dean, the Director is responsible for planning, organizing, coordinating, developing, implementing, administering, evaluating, and providing leadership for the Public Safety Academy and related instructional activities; providing training programs for business and civic organizations; marketing and selling customized training and business solutions; negotiating contracts with companies or agencies. The Director ensures compliance with all educational regulatory policies. The Director coordinates with educational, fire and law enforcement agencies to reach the goals and objectives of the PSA. The Director selects, supervises and evaluates assigned personnel; and allocates fiscal resources efficiently and effectively.

REPRESENTATIVE DUTIES

1. Coordinate and collaborate with faculty to ensure curriculum meets regulatory requirements and community needs and state regulations. *E*
2. Select, train, evaluate, prepare load assignments and scheduling in the Basic Academy program. *E*
3. Select, supervise, evaluate, recommend discipline, assign and schedule classified staff within the Basic Academy program. *E*
4. Identify, assess, mitigate, and manage risks associated with providing law enforcement training in physical fitness, defensive tactics, and tactical responses to crimes in progress, firearms, defensive driving, emergency response driving and pursuit driving. *E*
5. Oversee and coordinate student recruitment, orientation, testing and selection for the Basic Academy program. *E*
6. Conduct orientations for new classes, instruct selected sections of the Basic Academy program and carry a substitute teaching assignment when required. *E*
7. Coordinate and supervise, counseling for students in the Basic Academy program; manage students who are public safety employees. *E*
8. Plan, schedule, budget, monitor and control expenditures in the Basic Academy Program. *E*
9. Coordinate all support activities for this course, including scheduling facilities, equipment, and registration. *E*
10. Develop, manage or maintain state required records related to test security, course safety, specialized instructor qualifications, curriculum and student records. *E*

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11. Facilitate and lead activities of the program Advisory Board for the Public Safety Academy programs. *E*
12. Regularly meet and collaborate with public safety and State regulatory agencies to maintain and enhance the currency and effectiveness of instruction and training. Represent the program and the District in state and regional meetings and community activities. *E*
13. Assists the School Dean, with preparation of the annual budget as it relates to this program. *E*
14. Develop surveys and manage statistical reports and other records to assess program effectiveness, and student outcomes. *E*
15. Facilitate and manage collaborative actions with the Riverside Sheriff's Office, Riverside Fire Department and other partner organizations. *E*
16. Facilitate and manage employing department's access to affiliated students and records by their department. *E*
17. Interpret county, state and federal policy and legislation governing the administration, regulations and perform other related duties. *E*
18. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year. *E*
19. Seek and participate in professional development activities. *E*
20. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; Requirement for POST for State of California; principles and practices of leadership, management, and supervision; district policies and procedures; budgeting; effective oral and written communication skills; interpersonal skills including tact, patience, and diplomacy; procedures for accreditation; curriculum development; teaching methods and techniques; grant funding sources, procedures and processes, writing, and administration; the intent and application of student learning outcomes; requirements for prerequisites and course equivalencies; new educational technologies; the mission and student population of California Community Colleges and the Coachella Valley.

Ability to: Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; work productively in a shared governance setting; direct the effective interface and integration of POST certified courses; lead Program Advisory meetings; analyze complex financial, statistical and narrative data related to the workforce and community and continuing education programs; assure compliance with POST and Partner organizations; relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy; cultivate and promote positive and substantive relationships with local business and civic organizations; prepare and administer budgets; prepare comprehensive statistical reports for submission to the state; maintain current knowledge of trends related to assigned areas of responsibility; provide leadership/support to faculty and staff involved in assigned programs and services; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; interpret, apply and explain District policies and legal regulations and requirements; select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates; and serve as an effective leadership team member.

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MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions. Minimum qualifications for service as an educational administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRABLE QUALIFICATIONS: Knowledge of the California POST requirements. Experience in acquiring federal, state and /or private financial resources/grants for workplace training. A degree in Administration of Justice from an accredited institution is desirable.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Possess or have the ability to earn CA POST Instructor Certificate within first sixty (60) days of hire.

WORKING CONDITIONS

Environment: Office environment with interruptions. Sit or stand for extended periods of time. Travel between sites. Requires evening and weekend responsibility

EMPLOYMENT STATUS

Educational Administrator

E: Essential functions of the job.

Leadership Salary Schedule IX