

Basic Coordinator – Fredericksburg
Job Announcement
UPDATED 06/19/2017

Qualification Requirements:

Education and training: Bachelor's degree in Criminal Justice or related field preferred. Experience beyond the minimum may substitute for education. Possess DCJS General Instructor certification. Five or more years of Law enforcement, Corrections, or Emergency Communications required. Instructional and/or training experience preferred.

General Description of Duties:

Coordinate, and instruct as required, all aspects of the program to which assigned.

Major Job Functions:

The following is a summary of the major essential functions of this job. 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, 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.
- Ensure that program materials are archived for each class.
- Prepare or collect, review, revise, and maintain lesson plan files in accordance with DCJS and Academy guidelines.
- Prepare, administer, evaluate, review, and record results of written and performance quizzes and tests.
- Set up and maintain classrooms/ranges, brief classes, maintain records of student attendance, and reproduce or create handouts and training aids. Provide student performance counseling as needed and ensure student safety and welfare at all times.
- 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.

Knowledge, skills and abilities required:

- Excellent communication skills and able to interact with a diverse staff and stakeholders
- Exceptional conflict resolution skills
- Strong organizational abilities
- Proficient with Microsoft Office – Word, Excel, PowerPoint, Publisher
- Able to succinctly express complex issues both orally and in writing
- Must be able to participate in physical training with recruit classes
- Able to be outside during inclement weather conditions

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Salary and Benefits:

The salary range for this position is \$40,000-\$45,000 annually, depending on qualifications. Position offers an extensive benefits package, including comprehensive life and health insurance, vacation and sick leave accrual and a retirement benefits package.

Location:

The Rappahannock Regional Criminal Justice Academy (RRCJA) Fredericksburg office is located at 3630 Lee Hill Dr., Fredericksburg, Virginia.

To Apply:

Please send resumes and cover letters care of Candi Stewart. The announcement will be open and resumes and cover letters will be accepted by email (candijohnston@rrcja.org) or FAX (540) 371-4404 until the close of business on June 23, 2017. Qualified applicants will be scheduled for interviews on a date to be determined later.

Reasonable Accommodation:

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the RRCJA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

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