

## **POSITION DESCRIPTION**

**Position Title:** Staff Coordinator, Law Enforcement and Specialized/Skills schools.

### **Job Summary:**

Coordinate, and instruct as required, all aspects of the, Law Enforcement Officer and Specialized/Skills schools.

### **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 guest instructors.
- Prepare or collect, review, revise, and maintain lesson plan files in accordance with DCJS and Academy guidelines.
- Prepare as needed, administer, evaluate, review and record results of written and performance quizzes and tests.
- Set up and maintain classrooms/ranges, provide for and arrange audiovisual equipment, brief classes, maintain records of student attendance, and reproduce or create handouts and training aids. Provide student performance counseling as needed and insure student safety and welfare at all times.
- Help maintain serviceability and cleanliness of audiovisual and other Academy equipment, Academy vehicles, library, gymnasium, note book storage room, and all common Academy areas.
- Maintain professional, cordial relations with other staff members, students, visiting instructors, Sheriffs, Chiefs and other organizational heads. Assist or substitute for any other Academy staff member as needed.
- Perform such other duties as may be required from time to time by the Executive Director.

### **Qualifications:**

Education and training: Bachelor's degree in Criminal Justice or 10 years of law enforcement, corrections, or dispatch experience. DCJS General Instructor, Firearms, Driving or Defensive Tactics instructor preferred.

Work experience: 10 years experience in law enforcement, corrections, or dispatch. Extensive training background preferred.

Knowledge, skills and abilities required: Must have the ability to communicate thoughts, ideas and concepts to students and co-workers. Requires good organizational and interpersonal skills.

Physical requirements: Must be able to perform physical training and teach in classroom from 4 to 8 hours per day.

**Coordinator/Instructor  
Job Announcement**

**Salary and Possible Benefits:**

The salary range for this position is \$40,000- \$45,000 depending on qualifications. The position may offer an extensive benefits package, including comprehensive life and health insurance, vacation and sick leave accrual and a retirement benefits package. In the event this position becomes a 36 hour per week part-time position, benefits may not be offered. The decision to make the position full time or part time will be based on the academy's needs.

**Location:**

The Rappahannock Regional Criminal Justice Academy (RRCJA) is located in Spotsylvania County at 3630 Lee Hill Drive, Fredericksburg, VA 22408.

**To Apply:**

Please send resumes and cover letters care of Ms. Candi Johnston, at the Rappahannock Regional Criminal Justice Academy at the above address. The phone number is 540-371-2875, the FAX number is 540-371-4404 or email [candijohnston@rrcja.org](mailto:candijohnston@rrcja.org).

The announcement will be open and resumes and cover letters will be accepted by mail, email, or FAX until the close of business on April 2, 2010. Once your resume and cover letter has been received, you will be notified writing.

**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.

**AN EQUAL OPPORTUNITY EMPLOYER**