



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

Course Coordinator

Job Announcement

SALARY- Range 98

\$4,405.27 - \$5,354.63

DEFINITION

A supervisory position under the direct supervision of a Program Coordinator and/or the Basic Academy Director. The Course Coordinator is to take responsibility for the coordination, scheduling and implementation of public safety training courses; to recommend and assist in staff selection; to coordinate safe practical skills training exercises; and to perform other related duties as assigned.

ASSIGNMENT

Responsible for the scheduling, supervision and coordination of public safety course(s) to which they are assigned, and other duties as determined by the Academy Director. General assignment is 40-hours per week, but may be re-assigned as necessary to evenings, weekends and to any of the four Academy locations based on class schedules and Consortium needs. .

DISTINGUISHING CHARACTERISTICS

Strong leadership and organization skills combined with the ability to work in a fast paced environment while managing multiple tasks is essential. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills. Knowledge of The Commission on Peace Officer Standards and Training (POST), Standards and Training for Corrections (STC), State Fire Training (SFT) and the community college is preferred.

EXAMPLES OF DUTIES

Depending on assignment, duties include, but are not limited to, the following:

- Supervise and coordinate public safety courses including course management, curriculum development, assigning and evaluating staff, and working with students.
- Monitor and supervise instructional delivery including student evaluations, classroom/training observations and instructor standards
- Schedule, mentor, and supervise staff including instructors, evaluators and role players
- Design, coordinate, and supervise safe practical demonstrations, exercises and scenarios including test elements.
- Maintain contact with the Program Coordinator and/or Basic Academy Director to ensure program compliance and goals attainment.
- Manage and ensure community college requirements are met including registration, course fees, grades, student records and student services (ADA, academic, etc)
- Ensure compliance with P.O.S.T., S.T.C., and S.F.T, including minimum course content, test administration and security agreements, and rules and regulations governing minimum State training requirements.
- Under direction, recruit and recommend faculty members; assist academic staff with curriculum development activities; facilitate and coordinate POST, STC and SFT course



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- certification , manage reimbursement procedures, and course required paperwork (e.g. POST Roster, TRR, STC Roster, etc)
- Evaluate, train, coach and mentor students
 - Supervise and/or conduct investigations as directed relative to student disciplinary issues, student grievances or other violations of Academy standards.
 - Supervise, manage and complete student performance records (e.g. Pointrac, evaluations, attendance, etc) in compliance with POST, STC, SFT and/or Academy standards.
 - Supervise the daily logistical coordination of assigned classes.
 - Maintain records on equipment issued to programs or students.
 - Interact with the Business Office regarding fiscal and employment issues including petty cash requirements, HR issues, payroll and employment status;
 - Communicate and coordinate with public safety agencies regarding student injuries, training performance, attendance, recruiting and other general information related to the class and/or the employee
 - Develop class schedules, create faculty teaching verifications and conduct other related business functions using the Consortium IT system
 - Maintain liaison, as directed, with state certifying agencies as directed (i.e. POST, STC, etc)

QUALIFICATIONS:

Knowledge of:

- Instructional methods, techniques and terminology
- Student registration and attendance accounting procedures
- P.O.S.T, S.T.C. and State Fire Marshall course certification/ accounting procedures
- Hiring practices for both instructional and classified staff
- Public agency training requirements and procedures
- Computer usage and network-based computer operations
- Principles of supervision, training and evaluation

Ability to:

- Supervise, plan, organize, schedule, coordinate, and maintain accountability for a complete training course
- Work independently and exercise sound judgment and initiative
- Communicate effectively both orally and in writing with diverse groups including students, college personnel and public agency employees
- Provide the support services required for training program

- Supervise, train and evaluate employees
- Work as part of a team to accomplish goals and objectives
- Establish and maintain cooperative effective working relationships with others

EXPERIENCE AND EDUCATION:

An Associates degree or the combination of public safety experience and education which demonstrate the required knowledge and abilities are minimally required for qualification. A typical way to acquire the knowledge and abilities would be: education equivalent to a minimum of two years of college with course work in supervision or closely related subjects, and demonstrated successful supervisory experience.

BENEFITS

The Consortium offers medical, dental and vision insurance plans to employees and dependants. The retirement plan is competitive but not PERS/STRS.

APPLICATION REQUIREMENTS:

Applications meeting the required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- A completed Consortium Application Form (print from www.theacademy.ca.gov)
- Current Resume with cover letter

******Closing Date: November 28, 2008**

Submit to:

Norma E. Rivellini/Administrative Assistant
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3095 Yerba Buena Road
San Jose, CA 95135-1598
408-223-6744
email norma.rivellini@theacademy.ca.gov

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.