



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

560 Bailey Ave. San Jose, CA. 95141 Phone: 408-229-4299

Instructional Services Coordinator

Job Announcement

SALARY – Range 112

\$5,840.73-\$7,099.45 Mo.

DEFINITION

The Instructional Services Coordinator is a supervisory position responsible for management of instructional support personnel and the clerical support associated with the delivery of instructional programs and the administration of entrance assessment testing performed by the Consortium at its multiple training sites.

ASSIGNMENT

This is an exempt management position under the general supervision of the Vice President of Administrative Services. General assignment is 40-hours per week; 8:00 am – 5:00 pm. Monday through Friday. There may be limited weekend and weeknight hours based on project and Consortium needs.

DISTINGUISHING CHARACTERISTICS

Strong leadership and organizational abilities together with strong project management skills are essential to the position. An understanding of community college requirements relating to student services is highly desirable.

EXAMPLES OF DUTIES

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

- Oversee and coordinate instructional support services including; student registration, student services, course support and customer service at multiple training sites
- Supervise, train and evaluate subordinate employees
- Manage and ensure compliance with policies related to POST and Consortium test administration, including the duties associated with the POST Test Security Liaison role
- Coordinate and supervise TMAS testing, entrance assessment examinations and other course testing systems as assigned
- Assist and support program coordinators with instructional and course scheduling and course data entry
- Create and maintain files, including student files, course fliers and other confidential data and reports and ensure the security of files for archiving and maintenance purposes
- Supervise and ensure the correctness of registration procedures, fee collection, testing and evaluation procedures as well as the current status of student records
- Participate in the administrative planning and development of programs and services
- Coordinate, edit and assist faculty and staff in the organization of procedures for procurement of instructional materials



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<http://www.theacademy.ca.gov>

- Conduct detailed research when needed for projects and reports
- Be responsible for the proper use of Academy and POST data tracking systems and insure compliance with P.O.S.T. guidelines and security agreements
- Interact with personnel in the Business office to assure the accuracy and integrity of fiscal transactions
- Assist students, faculty, staff and the public
- Coordinate, encourage, support and develop staff
- Perform related or other duties as assigned

QUALIFICATIONS

Knowledge of:

- Contemporary principles of supervision, training and evaluation
- Excellent written and verbal communication skills
- Strong interpersonal skills and knowledge of best practices relating to customer service
- Contemporary office best practices in such areas as computer applications, network-based operations, record/data management and relate office technology.

Ability to:

- Supervise, plan, organize, schedule, train and maintain accountability of support staff assigned to multiple training sites.
- Conduct research, accurately review, edit and write reports and correspondence
- Work independently and exercise judgment and initiative
- Communicate effectively with a broad spectrum of students, college and public agency employees
- Effectively coordinate the work of others
- Communicate effectively, both orally and in writing
- Supervise, train and evaluate employees
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules;
- Establish and maintain cooperative effective working relationships with staff, students, faculty, Consortium partners, vendors and the general public

EXPERIENCE AND EDUCATION

The qualified candidate must possess a combination of experience and education likely to demonstrate the *knowledge* and *abilities* required and described. 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. An A.A. or Bachelor's degree and knowledge of, and/or experience working in a public safety or academic environment.

BENEFITS:

This is a full-time salaried position with employer paid Medical, Dental, Vision and the option of participating in the Consortium 457B Retirement Plan.

SALARY:

Range 112A \$70,088.76 - \$85,193.40 annually based upon 2016/17 Salary Schedule.

APPLICATION REQUIREMENTS

Applications meeting required qualifications will be forwarded to the review 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:

- Completed job application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications

Submit application materials to:

Michael Lombardo/Vice President of Administrative Services
South Bay Regional Public Safety Training Consortium
560 Bailey Ave.
San Jose, CA 95141
Phone 408-229-4245
email: mlombardo@theacademy.ca.gov

Closing Date: July 14, 2017

CANIDATES 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.