

JOB DESCRIPTION



Position Title: Recruit Training Officer

Division: Academics

Employment Category: Exempt Staff

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-Time; 11 Months/Year

Pay Grade: EX10

Position Summary: The Recruit Training Officer (RTO) serves as a mentor and advocate for law enforcement academy recruits in accordance with the philosophy, mission, policies and procedures of the college and the Arizona Peace Officer Standards and Training (AZPOST) board.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Serves as a mentor and support advocate for academy recruits; prepares overall recruit performance evaluations; provides oversight of day-to-day activities

Teaches assigned courses (or fills in as necessary) and manages a diverse population of recruits in a classroom and/or laboratory environment

Collaborates with other instructors and staff in assessment of teaching strategies and the effectiveness of the instructional program to help promote a culture of continuous improvement

Maintains student records, statistics, and/or other pertinent information as required by the college and AZPOST

Resolves issues relevant to area of responsibility and scope of authority, referring more difficult or complex problems to the class supervisor and/or the academy director as required

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Previous AZ law enforcement and/or corrections certification

Five years AZ law enforcement officer and/or corrections work experience

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Preferred Qualifications:

Associates degree or higher from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Arizona POST General Instructor certificate or equivalent (or the ability to obtain nomination as a POST Specialist Instructor)
Arizona POST Specialty Instructor certificate if teaching a POST identified “high-liability” subject

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, new technologies affecting the Police Science program
Knowledge of curriculum and program development
Knowledge of public relations/marketing practices and methods
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skill in instructing students from diverse cultures and/or backgrounds
Skill in using authentic assessment to evaluate students’ needs and progress
Skill in integrating technology into curriculum and other educational services
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls. May require working evenings and weekends.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate and the ability to participate in the physical training (PT) undertaken by the Recruits.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Executive Director of First Responders Academy

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.