



Southwestern College - Basic Police Academy
David Espiritu, Program Director
8100 Gigantic Street San Diego, San Diego, CA 92154
(619) 482-6462/Fax (619) 217-6765

Police Academy Coordinator

The Southwestern College Basic Police Academy is seeking qualified candidates for the position of Police Academy Coordinator. The purpose of this announcement is to establish a list of qualified candidates to fill future vacancies. This position is a **21-hour week** assignment, pays \$50.00 an hour with no benefits.

Tuesday	1800-2200 – 4hrs
Wednesday	1800-2200 – 4hrs
Thursday	1800-2200 – 4hrs
Saturday	0700-1700 – 9hrs

BASIC FUNCTION: Under the direction of the Basic Police Academy Program Director, coordinate the presentation of POST Regular Basic Course, and Basic Requalification Course.

DUTIES AND RESPONSIBILITIES: Supervise training officers and maintain a record of their activities; meet with staff in order to assess training procedures, and recommend changes to the Program Director where appropriate; review of lesson plans, and assist staff in their preparations for the delivery of instruction; coordinate and supervise all staff involved in the presentation of scenario testing, applications, and tracking; monitor the overall progress of each student; supervise administration of all Regular Basic Course testing; participate in assigned committees; facilitate meetings and the evaluation of staff; coordinate the maintenance of student records, development and management of sequences instructional schedules and use of facilities; supervise student work and coordinate grade and positive attendance rosters; assist in the strategic planning process, student recruitment and marketing of the program; maintain an inventory of all equipment and advise the Program Director of needed repairs or replacements; enforce all safety guidelines and regulations; monitor and enforce all District, program, and P.O.S.T. policies, procedures, guidelines, and requirements; monitor classroom instruction to ensure that all mandated course outline material is delivered in an effective manner; overseeing and evaluating instructional, technological, testing, and remedial training; participating in the hiring process of instructors(s), training officer(s) and staff and making recommendations for their selection and assignment; performing operational risk management; enforcing the student safety policy; ensuring compliance with all state, and federal laws and administrative procedures associated with the educational and workplace environment; participate in special projects and perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS: Shall have sworn, full-time, first level supervisory experience and any combination of law enforcement experience and training that would likely provide the required knowledge and abilities.

LICENSES AND OTHER REQUIREMENTS: Possession of a valid California driver's license

KNOWLEDGE OF: Applicable Federal, state, county, city, and District rules, laws, regulations, and policies including laws of arrest, use of force application, legal rights of citizens, court procedures, and rules of evidence; applicable sections of the state Education, Government, Vehicle, Penal, Health and Safety, Welfare, and Institutions Codes, search and seizure laws, and juvenile law; principles and practices of report writing techniques; English usage, spelling, grammar, and punctuation. Requires ability to: respond to difficult requests and inquiries from students, faculty, and staff; communicate clearly and concisely both orally and in written English; establish and maintain effective working relationships with those contacted in the course of work; requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.

PREFERRED QUALIFICATIONS: Knowledge of adult teaching methodologies; experience with California P.O.S.T. certification; experience teaching and/or coordinating in a California P.O.S.T. Basic Academy; AICC certification; POST Supervision certificate, ability to use Microsoft Office suite products and other computer software applications and conduct research via the Internet; experience developing and managing complex schedules; prior experience with marketing or recruitment programs and services; and demonstrated ability to handle multiple tasks with frequent interruptions; currently employed or retired from law enforcement agency with a minimum of two years of demonstrated law enforcement experience as a supervisor.

PHYSICAL ABILITIES: Physical conditioning necessary to participate in academy physical training program and able to pass all stages of P.O.S.T. Work Sample Test Battery (90-yard agility run, 165 lb. dummy drag, climb over 6-foot solid wall and 6-foot chain link fence, 500 yard and one mile run) and run 1 mile in ten minutes or less. Dexterity to operate police related training equipment including firearms and vehicles. Bending, kneeling, crouching and any other related physical movements that may be associated with demonstrating police tactics and/or enforcement techniques.

Required Training: Must complete within first year of appointment: POST Academy Director/Coordinator Course, POST Physical Training Course, Academy Instructor Certification Course and Scenario Manager Training.

APPLICATION DEADLINE: May 19, 2023

All interested applicants should submit a letter of interest along with a copy of their resume.

Documents should be submitted via email to Elizabeth Valdez, at the following email address: evaldez@swccd.edu

Rev. 4/21/2023