

**ASSOCIATE DEAN
CRIMINAL JUSTICE ACADEMIES**

GENERAL RESPONSIBILITIES

Responsible to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of Criminal Justice Academies programs and services; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER EDUCATION PROGRAMS

Overall responsibility for all aspects of Criminal Justice Academies programs including planning, development, delivery, recruiting, marketing, curriculum, scheduling, equipping, staffing, funding, evaluation; negotiation of contracts including Instructional Service Agreements, training facilities contracts, vendor contracts, and partnership agreements; planning, development, and supervision of the Criminal Justice Training Center; admissions, graduation and compliance with and reporting of certification requirements; approval of curriculum proposals, course outlines, and instructional materials; supervising the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; implementation of District policy and regulations, supervises program and personnel compliance with applicable laws and regulations; maintains records and submits reports; represents Santa Ana College with the Orange County Sheriff's Department (OCSD) Training staff as well as other participating law enforcement agencies, and Peace Officer Standards and Training (POST); works with OCSD and other law enforcement agencies to ensure proper scheduling of all courses/academies in appropriate facilities and in a timely manner in accordance with POST accreditation standards; projects and monitors the annual production of FTES as a result of academy/course operations; projects and monitors costs related to academy/course operations; assists in the Basic Academy selection process of non-affiliated academy students and monitors the progress of those students throughout the academy; advises individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding; oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts; reviews programs for compliance with applicable laws, regulations, District policies and procedures; is responsive to the needs of a culturally diverse community in order to increase access to college programs.

PERSONNEL

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction, evaluation and adjustment of grievances of all assigned staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements; monitors all personnel related to Criminal Justice Academies operations to insure proper processing and payment for services rendered.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records; identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

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DESIRABLE QUALIFICATION GUIDE (CONT'D)

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

PLANNING

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

COMMUNITY CONTACT/REPRESENTATIVE

Maintains highly visible presence with public safety agencies including, but not limited to, attendance at the Orange County Training Managers meetings, Reserve Officer Coordinator meetings and semi-annual POST consortium meetings. Represents the District on local and state levels on matters related to the position to enhance Criminal Justice Academies training opportunities for the District.

OTHER PROFESSIONAL RESPONSIBILITIES

Responsibility for chairing and supervision of discipline advisory committees, district committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, budget, supervision, staffing, curriculum, scheduling, instruction, enrollment management, projections, and evaluation of the Criminal Justice Academies, Advanced Officer Training, and Instructional Service Agreement courses and training.
- B. Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures Instructional Service Agreements for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to agreements. Supervises administration of agreements and reviews curriculum, staffing, delivery and evaluation of these programs.
- C. Performs or supervises the performance of all personnel functions for assigned staff.
- D. Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.

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DESIRABLE QUALIFICATION GUIDE (CONT'D)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: At least six years of full time management experience in law enforcement, corrections, probation or parole at the command level (Commander, Captain or Chief). Must possess POST instructor certification.

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017