



Job Description

Job Title:	BLET School Director	Job Code:	2150
Department:	Public Safety	Grade:	L
Date:	December, 2003	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The BLET School Director shall have administrative responsibility for planning, scheduling, presenting, coordinating, reporting, and generally managing each sponsored accredited criminal justice training course.

Characteristic Duties and Responsibilities:

1. Review each instructor's lesson plans and other instructional materials for conformance to Commission standards and to minimize repetition and duplication of subject matter.
2. Administer the course delivery in accordance with Commission procedures and standards, give consideration to advisory guidelines issued by the Commission, and ensure that the training offered is safe and effective.
3. Select and schedule instructors who are certified by the Commission.
4. Provide each instructor with a current commission-approved course outline and all necessary additional concerning the instructor's duties and responsibilities.
5. Arrange for the timely availability of appropriate audiovisual aids and materials, publications, facilities, and equipment for training in all topic areas.
6. Formalize and schedule the course curriculum in accordance with the curriculum standards established in the Subchapter.
7. Maintain direct supervision, direction, and control over the performance of all persons to whom any portion of the planning, development, presentation, or administration of a course has been delegated.
8. Report the completion of each presentation of a Commission-accredited criminal justice training course to the Commission.

Reporting Relationships:

Direction Received: Reports to Division Director Public Safety

Direction Given: Responsible for monitoring, directing and supervising the work of non faculty staff and/or other employees.

Minimum Requirements:

High school graduate and five years of practical experience as a criminal justice officer or an administrator or specialist in a field directly related to the criminal justice system. At least one year of the required five years experience must have been actively participating in criminal justice as a commission certified instructor.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Knowledge, Skills, Abilities and Worker Characteristics:

Attend or must have attended the most current offering of the school director's orientation as developed and presented by the Commission staff, other wise an individual orientation with a staff member may be required.

Working Conditions:

Classroom
Office
Various Labs (Physical training, Firearms, defensive tactics, crime scene)

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