Job Title:	Program Developer - AAAF	**Grade:**	K
Department:	Public Safety	**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:

Provides responsible staff support to the Director; manages the activities of the Digital Evidence section of the American Academy of Applied Forensics at CPCC and interfaces external customers to determine current training needs.

Characteristic Duties and Responsibilities:

1. Assists the Director in developing planning, implementing and administering goals and objectives of the Digital Evidence Program.

2. Recruits, interviews, recommend trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance.

3. Prepares documentation for the origination of classes; schedule dates, rooms and trainers/instructors; Proofs class schedule for accuracy.

4. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.

5. Works with marketing staff to design marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.

6. Provides administrative assistance to the Director; develops prepares and presents recommendations and reports; coordinates activities with other program areas.

7. May teach courses within the assigned area; demonstrates high degree of skill in teaching; models effective teaching techniques for trainers/instructors.

8. Advises students on a variety of learning and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.

9. Identifies qualified persons to serve on advisory committees and recommends to administrator; Meets with advisory committee and follows up on recommendations; submits committee meeting minutes.

10. Reviews need for equipment, supplies and instructional materials and recommends purchase.

11. Ensures program accreditation, certification and licensure; represents the program and college at meetings of professional organizations.

12. Ensures the submission of initial employment forms for employees.

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Reporting Relationships:

Direction Received: Receives general guidance and direction from the Dean or Associate Dean. Receives direct supervision from the Director.

Direction Given: Provides functional direction and guidance to instructors and support staff for program direction and administration.

Minimum Requirements:

Associate Degree from a regionally accredited institution; two years of responsible administrative experience and broad knowledge of basic theories and principles, concepts and methodology of criminal justice, forensics, digital forensics, criminal investigations and public safety training

Preferred Qualifications:

- Bachelor's Degree from a regionally accredited institution
- Strong written and oral communications skills
- Investigative and/or forensics experience in the law enforcement or security industry
- Broad knowledge of general forensics to include crime scene processing and investigation, evidence collection and evaluation, criminalistics and crime scene reconstruction
- Broad knowledge of digital forensics to include cell phone forensics, network forensics and the major operating systems
- Experience with computer technology and applications, including IOS platform, wireless aspects of digital forensics, digital forensics software and hardware maintenance
- Experience with instructional design and instruction in both traditional and on-line environments
- Experience with training program administration and marketing

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Knowledge, Skills, Abilities and Worker Characteristics:

Principles and practices of program management.

Methods and techniques of program development and evaluation.

Principles of supervision including employee training and performance evaluation.

Principles and practices of grant proposal preparation.

Principles and practices of financial record keeping.

Methods and techniques of program marketing and publicity.

Computer technology and application.

Strong oral and written communication skills are essential.

Working Conditions:

Typical office environment.