JOB SUMMARY:

Responsible for performing activities related to coordinating planning, integrating and sequencing instruction, course scheduling, and student outreach, recruiting, and advising for an assigned public safety instructional program.

DISTINGUISHING CHARACTERISTICS:

The Academy Coordinator is distinguished from other program coordinator positions by its responsibility for either the Fire Academy or the Police Academy.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates with Supervisor of Public Safety the integration and sequencing of public safety Academy instruction with multi-discipline learning communities; assists in the preparation and delivery of instruction, ensuring that mandated course outline material is delivered in an effective manner; facilitates the remediation of activities with instructors related to mandated performance objectives.

2. Coordinates instructional sequencing with Enrollment Services; assists in the registration process; makes recommendations regarding course enrollments and offerings; advises students in course or program selection.

3. Schedule Fire Academy and Fire Technology or Police Academy and Law Enforcement training classes and facilities use.

4. Coordinates and participates in student outreach, recruitment, orientation, testing, and related program initiatives; coordinates public safety academy graduations.

5. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

6. Assists in coordinating the strategic planning process and marketing of applicable public safety training program(s).

7. Monitors and maintains inventory of applicable equipment; identifies needs for new and/or replacement training equipment and provides advisement on needed repairs, replacements, or additional equipment.
8. Monitors and ensures compliance with applicable safety and District policies, procedures, guidelines, and regulations.

9. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports.

10. Monitors and tracks student outcomes.

**Marginal Functions:**

Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Modern public safety training philosophies in fire technology or law enforcement.

2. State Fire Marshal public safety training standards academy course sequencing, mandates and minimum requirements.

3. Principles and practices of student outreach and recruitment.


5. Adult learning theory.

6. Basic principles of inventory control.

7. Methods and techniques of public speaking.

8. Practices, procedures, and methodologies fire technology or law enforcement.

9. Applicable tools and equipment utilized in fire technology or law enforcement.

10. Applicable Federal, State, and program regulations, guidelines, laws, policies, and procedures.

11. Modern office procedures, methods, and equipment.

12. Recordkeeping principles and practices.

**Skill in:**

1. Utilizing a computer and related software applications.

2. Establishing and maintaining effective working relationships with those contacted in the course of work.

3. Communicating clearly and concisely, both orally and in writing.

4. Effectively responding to all situations/incidents using sound judgment and decision-making skills.

5. Speaking in public.

6. Handling multiple tasks simultaneously.

7. Performing mathematical calculations.

8. Coordinating activities with multiple parties.

10. Managing inventory.
11. Assessing student outcomes.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college environment.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of fire technology or law enforcement experience.

**Education/Training:**

Equivalent to the completion of an Associates Degree in a field related to fire technology or law enforcement.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Police Academy assignment requires possession of, or ability to obtain POST certification by time of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work includes indoor and outdoor environments.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting, standing, walking, and participating in all physical fitness activities without restriction. Must be able to travel to off-campus locations, and work day and evening hours including weekends.