

Associate Director of Law Enforcement Training Academy

Personnel Requisition

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Posting Number:	201101281P
Job Title:	Associate Director of Law Enforcement Training Academy
Location:	Unassigned or Multiple Locations
Full-Time/Part-Time:	Full Time
Pay Rate:	Starting salary from \$65,017 to \$68,918 per year. Salary will be determined based on education and years of experience beyond minimum requirements listed.
Position Type:	Staff
Department:	Career Academies
Job Summary:	Are you a law enforcement professional who is looking for ways to share their knowledge and experience? Are you ready to play a role in shaping and developing the next generation of law enforcement officers? If so, please read on.

About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to learn, grow, and thrive.

About the Opportunity

Kalamazoo Valley is seeking an outstanding candidate for a full time position as the **Associate Director of LETA (Law Enforcement Training Academy)**. The Associate Director (AD) provides support and assistance in the operation of a law enforcement training program, providing coordination, administrative assistance, and oversight to approximately 50 students and 100 instructors in two Academy cohorts per year. Each cohort will operate 5 to 6 days per week, 9 to 13 hours per day for 15-week intervals. Depending upon the operation of police academy programs (basic and in-service LE training), the AD's hours are variable and may include both day, evening, and weekend schedules.

Primary Duties:

- Manage the operational, personnel and financial activities of the police academy, corrections academy and law enforcement in-service training activities.
- Foster expansion of Kalamazoo Valley's reach to research, create and implement regional and statewide innovative, demand-driven law enforcement affiliated programs.
- Collaborate with Kalamazoo Valley departments, as appropriate, to ensure:
 - Integration of key strategies such as Early/Middle College, University Center, etc.
 - Alignment with operational processes, policies and related programs
 - Assist, as requested, in the coordination of the Law Enforcement Advisory Board

Specific duties and responsibilities may include:

- Assist with new applicant recruitment and interview process.

- Review background investigations on applicants.
- Assist with recruitment orientation session.
- Order and maintain appropriate training equipment for each academy.
- Oversee, source, and negotiate training venue and equipment contracts.
- Prepare, proctor, and grade written examinations.
- Assist with proctoring physical fitness testing.
- Assist with conducting instructor evaluations and classroom audits.
- Instruct courses as needed and covering for instructor absences.
- Handle emergency situations that arise during the training (facilitating treatment and transportation for student or instructor injuries).
- Maintain MITN database for MCOLES (documenting cadet details and performance profiles).
- Assist with grant proposal development, project oversight, budgeting, and reporting.
- Perform other duties as assigned by the Public Services Director and/or Instructional Dean.

Supervision Exercised:

Administrative supervision is exercised over one FTE, shared administrative support and over 60 part-time positions.

Skills and Knowledge Required:

- Knowledge of Federal, State and Local laws, regulations and ordinances
- Knowledge of MCOLES standards
- Knowledge of Michigan Sheriff's Association standards
- Knowledge of Institutional policies and procedures
- Knowledge of acceptable supervisory practices
- Skill in planning and directing the work of subordinates
- Skill in building broad relationships and establishing relevant networks
- Skill in oral and written communications

Minimum Qualifications:

A combination of education, training and experience are required for this role. An example of this would be an Associate degree and a minimum of five years of law enforcement or public safety experience.
Prior supervisory experience required.
MCOLES certification required.

Preferred Qualifications and Experience:

A Bachelor's degree in a related field.
Prior experience as a teacher/instructor of law enforcement skills, tactics and principles.

Physical Demands:

None specifically identified.

Work Hours:

When academies are in session, hours will vary to include early morning and late evening hours. During brief periods between academy sessions, work hours are typically 8:00 a.m. to 5:00 p.m. Monday through Friday.

Posting Date

02/22/2024

Closing Date:**Special Instructions to Applicants:**

Please apply online at jobs.kvcc.edu
Posting will remain open until job has been filled. Priority will be given to applications received prior to March 18, 2024.

EEO Statement

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Unofficial Transcripts
4. Letter of Recommendation
5. Professional References

Optional Documents

1. Letter of Recommendation 2
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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
 - Yes
 - No