

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 10 months, flexible schedule	Title: PROTECTIVE SERVICES/SECONDARY AND POST- SECONDARY CRIMINAL JUSTICE INSTRUCTOR
Revised: 03/26/15	Department Crowder College Criminal Justice
Level: FACULTY	IPEDS FACULTY
FLSA: EXEMPT	Reports to AVP Career & Tech Ed

POSITION SUMMARY

Instruction will be half-time secondary and half-time post-secondary. Instruction will include half-time team teaching entry-level knowledge and skills to secondary students planning to enter the field of criminal justice according to state competencies and acceptable industry standards; and half-time team teaching post-secondary criminal justice courses. Students are taught in the classroom and lab. Courses will be part of the Associate of Arts degree. Instructor will work with existing students to encourage them to complete their testing and certifications in order to advance their careers. In addition, position will also include preparing POST-training (continuing education) sessions to be offered to existing law enforcement officers in the surrounding area.

MAJOR FUNCTIONS

1. Visit with businesses and public entities in need of people with skills being taught.
2. Introduce students to the field of criminal justice.
3. Identify curriculum needs and develop innovative activities to address those needs.
4. Show commitment to the program, division, and total institution.
5. Assist with student recruitment and job placement.
6. Participate in professional development workshops, conferences, and meetings.
7. Assist with student advisement.
8. Assist as program advisor for SkillsUSA.
9. Perform other assigned duties and tasks as appropriate for the position.
10. Organize, maintain, and recruit secondary and post-secondary advisory committee members and meet at least twice a year. Advisory Committee held its first meeting in October 2014.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the appropriate division chair.
8. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines.
12. Serve on institutional committees as needed.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Must have or qualify to obtain Missouri Technical Education Teacher Certification.
2. Bachelor's Degree preferred.
3. Two to five years of occupational experience directly related to criminal justice
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, parents, other professionals, staff, and the public.
6. Ability to teach criminal investigation techniques, crime scene investigation techniques, report writing, and other related skill areas.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

1. Ability to operate a personal computer using the Windows environment.
2. Ability to understand operating a personal computer within the Crowder College Network environment.
3. Ability to use E-mail.
4. Ability to be trained and teach online courses.

POSITIONS SUPERVISED

NONE

WORKING CONDITIONS

1. Both indoors in a normal classroom environment and outdoors as needed for practical experiences.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Work involves working with classroom equipment and requires mobility with the classroom and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
3. Ability to operate CJ/LE training equipment, simulators, confined space trainers, etc.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students, parents, and the general public, in both written and oral mediums.