

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN - CRIMINAL JUSTICE INSTITUTE AND PUBLIC SERVICE

PAY GRADE: A-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the Criminal Justice Institute and Public Service Division.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in criminal justice or related field required. Doctorate preferred. Eligible to be certified as an instructor by the Florida Criminal Justice Standards and Training Commission. Must pass a Level II background check.
2. Years of experience in the field: Five years of experience in criminal justice management or a related field is required. Five years of experience working in an educational occupation. Teaching experience is preferred.
3. Special skills or abilities related to the position: Demonstrated commitment to and sensitivity in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. Ability to demonstrate patience and a positive attitude. Experience in instructional design and knowledge of pedagogy. Ability to communicate facts and ideas of some complexity both in writing and in public speaking. Be able to communicate with DCF concerning rules and regulations. Ability to evaluate the effectiveness of programs and to provide leadership for long-range planning. Proven ability to work in a collaborative work environment.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development, supervision, coordination, expansion, and evaluation of a particular program or project and its personnel.
2. Perform teaching duties on a part-time basis, depending upon the Rule.

ESSENTIAL JOB FUNCTIONS (continued):

3. Keep abreast of staff needs in all areas.
4. Assist in the selection of persons to teach courses in all program areas Provide documentation as to their eligibility to teach.
5. Monitor classes, activities, and high-liability practical exercises to ascertain the effectiveness of instruction.
6. Maintain a continuous inventory of available instructional personnel.
7. Maintain records of office and class schedules for adjunct instructors.
8. Assist during registration periods for Criminal Justice Institute and credit courses.
9. Assist in the formulation, presentation, and implementation of the Regional Training Council budget.
10. Provide documentation for trust fund audits.
11. Facilitate proper procedures for pre-application forms and documentation. Maintain and update the eligibility list.
12. Develop and maintain files on all students in recruit-level schools.
13. Maintain, update, and handle all Criminal Justice Standards and Training. Commission instructor certification files, as well as college instructor applications.
14. Assist in the maintenance of state-required documentation.
15. Keep current with rules, procedures, and programmatic changes from the governing state bodies of all programs.
16. Determine the advanced training needs of criminal justice agencies and direct the scheduling and implementation of such courses.
17. Prepare contracts for trust-funded criminal justice courses and ensure that appropriate copies of contracts, instructor qualifications, and course lesson materials are maintained on file.
18. Assist programs with professional development opportunities.
19. Ensure that records of criminal justice and advanced training courses are maintained and updated.
20. Negotiate and arrange for criminal justice classes from specialized vendors.
21. Counsel students.
22. Coordinate curriculum and test development for all criminal justice training.
23. Be able to be reached for emergencies during non-business hours.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

PHYSICAL DEMANDS (CONTINUED):

- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment, with occasional outside supervision duties.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS

SUPERVISOR OF POSITION: VICE PRESIDENT WORKFORCE DEVELOPMENT AND INNOVATION