

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DEAN - CRIMINAL JUSTICE INSTITUTE / PUBLIC SERVICE  
PAY GRADE: A-17  
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 the first choice for quality higher education in our community." 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, management, or related field required. Eligible to be certified as an instructor by Florida Criminal Justice Standards and Training Commission. Doctorate preferred.
2. Years of experience in field: Five years of experience in criminal justice management or related field required.
3. Special skills or abilities related to 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. Experience in instructional design and knowledge of pedagogy. Ability to communicate facts and ideas of some complexity both in writing and in public speaking. Ability to evaluate effectiveness of programs and to provide leadership for long range planning. Proven ability of working 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 Rule.
3. Keep abreast of needs for courses in the region.

ESSENTIAL JOB FUNCTIONS: (Continued)

4. Assist in the selection of persons to teach courses, provide documentation as to their eligibility to teach.
5. Monitor classes or seminars to ascertain effectiveness of instruction.
6. Maintain a continuous inventory of available instructional personnel.
7. Maintain records of office and class schedules for adjunct instructors.
8. Provide assistance during registration periods for Criminal Justice Institute courses.
9. Assist in 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 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. Maintain, update, and handle all Criminal Justice Institute payroll information.
15. Keep current with rules, procedures, and programmatic changes of the Council and the Commission.
16. Determine the advanced training needs for Criminal Justice agencies and direct the scheduling and implementation of such courses.
17. Prepare contracts for Trust Funded Criminal Justice Courses and insure that appropriate copies of contracts, instructor qualifications, and course lesson materials are maintained on file.
18. Insure that records of Criminal Justice and advanced training courses are maintained and updated.
19. Negotiate and arrange for Criminal Justice classes from specialized vendors.
20. Counsel students.
21. Coordinate curriculum and test development for all Criminal Justice Training.

(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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS: (Continued)

- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- 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.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Associate Vice President - Career & Professional Programs