

## CRIMINAL JUSTICE TRAINING COORDINATOR II

### DESCRIPTION OF WORK

Work in this class includes administrative, coordinative, and instructional responsibility in training programs in criminal justice.

Employees in this class serve as department chairpersons with responsibilities for providing direction, development, and delivery of all training programs and for providing supervision, training, and leadership to a staff of instructors, coordinators, and support staff. Work includes responsibility for planning, developing, implementing, and evaluating all criminal justice/law enforcement related training courses in the department assigned; identifying and developing financial and budgetary plans for educational and training programs; developing and negotiating contractual and temporary teaching agreements with non-staff personnel; providing instructional services during implementation of departmental courses; and coordinating efforts of assigned departments with the other departments involved in education and training. Employees receive guidance from the assistant director or director through periodic conferences and reports and assessments of overall programs in the assigned area. Work is distinguished from Criminal Justice Training Coordinator I by scope of responsibility, direction and supervision, and breadth of program.

### EXAMPLES OF DUTIES PERFORMED

Directs and supervises staff members during course development, basic research, planning, documenting, and evaluating various levels of courses in the department.

Conducts studies and develops plans for providing training needs of professionals in the area of specialization.

Evaluates all efforts of training within department, including student progress, quality of courses, and quality of instruction.

Coordinates efforts of training with those of other departments within the agency, as well as with all local, county, municipal, State, and federal agencies to assure effectiveness of programs.

Approves and recommends final authority over quality training programs developed by departmental staff members and contract consultants and teachers.

Supervise and/or coordinate efforts to schedule courses, training, and training facilities.

Provides instructional services during training program implementation.

Develops instructional materials for courses, including texts, manuals, teaching aids; continually assesses materials to determine quality content.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of local, municipal, State, and federal training programs in the field of criminal justice.

Considerable knowledge of basic education and training methods and techniques.

Vast practical and academic knowledge of those areas covered by instruction.

Demonstrated leadership abilities.

Ability to plan and execute evaluative measures regarding training programs, instructional quality, and student progress.

Ability to understand and apply federal, State, and local regulations to the scope and quality of educational programs.

Ability to effectively, concisely, and accurately convey ideas in written and oral form.

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Ability to establish and maintain effective working relationships with staff, supervisors, fellow instructors, and students.

Ability to analyze and interpret organizational and procedural problems and to make alternatives in existing systems.

Ability to delegate professional assignments to subordinates and evaluate their work.

Minimum Education and Experience

Master's degree in criminology, criminal justice, one of the social sciences, or a related field and four years of progressively responsible experience in the field in which instruction is to be conducted, including at least one year in an administrative and supervisory capacity; or an equivalent combination of education and experience.