

## **Colorado Mountain College**

### **Position Description**

Title: Program Director, CLETA (Colorado Law Enforcement Training Academy)  
FLSA Classification: Exempt  
Hiring Salary Range: \$102,567.89 - \$113,954.32

#### Primary Responsibility

The Program Director is responsible for the administration and leadership of the CLETA program and oversees faculty and all aspects of the program. Under the supervision of the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies, the Program Director for CLETA is responsible for providing general oversight of program offerings at multiple campuses, to include responsibility for structured guidance around consistency of practices in risk management in the Training Academy across the college.

The Program Director provides instructional and administrative leadership and support to the program and all related areas of the College. This position reports directly to the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies, and works directly with faculty and collaboratively with the campus academic and student affairs supervisors.

Responsibilities include but are not limited to: ensuring that offerings of the program articulate with CMC's mission, vision, strategic plan and institutional learning outcomes as well as state and national standards; handling budget, hiring and support of faculty, coordination of program accreditation applications/renewals and program activity reporting, leading program advisory committee meetings, outreach, marketing, & recruiting activities, and program assessment.

The program director provides instructional and administrative leadership and support to the assigned program areas college wide. This position assists (as needed) with recruiting, contracting, orientations, and evaluations of instructors; facilitates with the instructional design of schedules for courses; curriculum and catalog updates; works with faculty across the college to ensure consistency of curricular and learning outcomes for students; manages all aspects of the program budgets to comply with CMC standards; attends program advisory committee meetings for the disciplines, and coordinates program and discipline assessment. In conjunction with college leadership and designated campus VPs, the program coordinator also serves as a liaison with relevant external agencies in the CMC service area to ensure compliance with regulatory matters and ensures the programs meet the needs of the communities served.

With regard to instructional risk management practices, this position will be responsible for developing, evaluating, and maintaining consistent risk management policies and procedures, in conjunction with the Risk Management office, faculty, and instructional leadership across the college. Risk Management

duties for CLETA courses will include identifying, measuring, and making decisions on operational risks. They will also be responsible for analyzing, developing, and maintaining contingency plans to deal with emergencies in the instructional spaces across the CLETA programming.

This program director is a year-round administrative, non-faculty, staff position. The incumbent must be qualified to be credentialed to teach in the assigned areas, however, is not assigned a faculty rank. This position will have teaching assignments, as well as oversight during guest lecturers, community member presentations, and some adjunct lead instruction times.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position required. Qualified candidates must be credentialed to teach in the program, or eligible to be credentialed to teach in the program. Examples of idea qualifications include a minimum of a Bachelor's degree or equivalent in Public Safety, Public Administration, Law Enforcement or related fields from an accredited college or university and two years' experience 4,000 hours verifiable work experience within the last 7 years) in one of the above listed fields; or equivalent combination of education and experience. Experience with, and demonstrated sensitivity to an understanding of, the diverse academic, social, economic, cultural, ability, and ethnic backgrounds of community college students.

Teaching Experience: One-year full-time teaching experience or equivalent as part time instructor.

Preferred Qualifications: Master's Degree in Criminal Justice, Police Science, Public Safety, Public Administration, Law Enforcement related fields from an accredited college or university  
Experience in teaching, training, and leadership in the field of law enforcement. Experience as a community college instructor in one or more law enforcement related disciplines. Management experience in public safety/law enforcement

Higher education teaching and administration experience is preferred. A candidate with full-time higher education teaching experience is preferred.

Special Skills or Attributes: Colorado Peace Officer Standards and Training (P.O.S.T) certified or completion of P.O.S.T. certification within the first 6 months of employment required; P.O.S.T. supervisory experience in law enforcement and instructor certification in one or more of the three P.O.S.T. skill areas preferred. Valid Colorado driver's license required.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

*The percentages noted below represent anticipated averages.*

Program oversight and administration (60%): Leadership of the CLETA program along with general administration/oversight of assigned areas and functions.

1. Oversee department and program in compliance with college, state and national expectations.
2. Ensure consistency and integrity of the program curriculum across all locations offered, and that program contracts are current across all campuses.
3. Support all instructors in establishing an effective classroom instructional environment that accommodates diverse learning styles and promote inclusion from culturally diverse groups.
  - a. Maintains accurate up-to-date instructor files to ensure an adequate pool of instructors and for state inspection.
  - b. Teaches academy classes as needed, to include required academic and skills related training.
4. Manage program review process including curriculum, contracts, accreditation standards, applications, renewals, annual reporting, and assessment (e.g., syllabus course review).
5. Coordinate department budget including grants, course and program fees with campus and school leadership.
6. Program Administration
  - a. Ensure quality and consistency of program delivery, college-wide, by sharing exemplar course plans with adjunct and full time faculty and managing the curriculum library for the discipline.
  - b. Supervise the process for faculty recruiting, hiring, credentialing, evaluation and support/mentoring.
  - c. Coordinate scheduling of curriculum, including lectures, labs, and clinical/internships for the program college-wide, and in conjunction with the school dean and campus leadership.
  - d. Ensure all programs, services, and functions comply with federal, state, and local codes, legal mandates, contracts, rules, regulations, ordinances, and required procedures of POST and other regulatory agencies, and CMC policies and procedures.
  - e. Prepares the academy training schedule each semester and submits the schedule to Colorado P.O.S.T. for approval.
  - f. Monitors both academy academic and skill testing procedures.
  - g. Seeks P.O.S.T. approval of any new or proposed training sites and maintains previous site approvals.
  - h. Assesses equipment in the program and organizes maintenance and replacement as needed in accordance with college policies and procedures.

- i. Develop, implement, and adhere to the CMC police academy budgets and manage all financial resources consistent with CMC policy.
  - j. Establish and maintain records that includes enrollment rosters, POST form 11-Es, trainee files, trainee manuals, attendance records, lesson plans, source material, instructor files, instructor course evaluations, and site safety plans.
  - k. Attend professional conferences, meetings, and workshops to stay current on public safety issues and curricula.
  - l. Prepare all necessary internal and external reports to maintain accreditation and meet standards of program operation.
  - m. Assist in identification and implementation of outside funding sources such as preparing/writing grant proposals and managing compliance and reporting.
  - n. Provide oversight and mentoring of subordinate staff.
7. Oversee risk management practices.
8. Lead and convene program advisory committee meetings, and inter-program meetings as needed.
9. Develops and maintains community relations with organizations relevant to the program.
10. Attends regular meetings of applicable organizations.
11. Maintain critical partnerships related to program, Community/Agency Relationships
  - a. In consultation with local law enforcement executives and community leaders, analyze, formulate, plan, and evaluate the broad training goals of the police academy to effectively meet the needs of regional law enforcement agencies and public safety community.
  - b. Plan and conduct regularly scheduled meetings of the program's advisory board per CTE program requirements.
  - c. Develop and maintain relationships with all appropriate local, state, and national agencies and organizations.
12. Maintains membership with appropriate agencies.
13. Conduct Outreach
  - a. Develop and implement marketing/recruiting plans for the programs.
  - b. Promote the academy's instructional programs to high school students, civic organizations, businesses, and other organizations.
14. Collaborate with Student Affairs in support of students in the program.
  - a. Support the student experience through recruitment, advising, and developing internship and career placement opportunities.
  - b. Facilitate resolution of student academic issues.
15. Participate in/with college wide initiatives and committees.
16. Coordinate curriculum and materials for the discipline including assisting full time and adjunct faculty with learning material selection.
17. Develop capital requests relevant to department/program needs and goals.
18. Maintain the inventory and upkeep of college-wide educational supplies, equipment, textbooks and manuals for the program/discipline.
19. Develop articulation agreements for incoming students and department graduates to facilitate their pursuit of relevant learning opportunities.

20. Complete credentialing of full time and adjunct faculty.
21. Serve on search committees and other committees as requested.
22. Other duties as assigned.

#### Teaching/Faculty (40%)

This program director is expected to fulfill teaching responsibilities at approximately 40% of the regular full time faculty load.

Teaching responsibilities expected of all faculty include teaching course load as assigned, evaluate courses and assess student learning, meet established course, program and learning outcomes, comply with guidelines and policies, maintain office hours per established standards, develop rapport with students, assist with and participate in advising, orientation and registration activities.

Responsible for preparing course plans and material, monitoring progress and attendance, meeting with and advising students, recording, and submitting grades. Assist instructors in preparation of curriculum and syllabi. Monitors both academy academics and skill testing procedures. Assures compliance with all Colorado P.O.S.T. Board requirements.

Implements and maintains a records management system to achieve program goals, to include curriculum upkeep. Prepare annual reports on program enrollment, cost of operation and placement. Assesses community needs and acquire community support for the program.

Monitors professional certification requirements for department instructional staff. Obtains all required credentials and renews as needed. Supervises, recruits, contracts, orients, and evaluates qualified instructors for all listed programs. Organizes course schedules and ensures content is consistent. Performs administrative support duties related to the operation of the Police Academy. Serves as the academic advisor for the P.O.S.T. certificate and AAS Degree.

CMC Faculty are expected to engage in scholarly and creative activities that enhance discipline expertise and enhance learning. Service activities such as campus and college committees, participate in relevant projects, mentor peers, participate in and assist with assessment activities, program review, student organization, recruiting and retention.

#### Supervision Received

This position reports to the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies and works collaboratively with campus academic and student affairs leaders.

#### Supervisory Responsibility

This position supports adjunct and full-time faculty in collaboration with campus instructional leadership and School Deans. The position may supervise full and part time program faculty and staff positions and/or student employees.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires travel within and outside the CMC district. Work is often outside the standard work day and may include evenings and weekends. Position requires a valid Colorado driver license and ability/approval to operate college vehicles, including high occupancy (HOV) vehicles at times.

Working Conditions

May require varying work schedule, including evening and weekend hours, exposure to inclement weather and other potentially hazardous working conditions in CLETA training environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information

Position group and code    304310  
BLS SOC                        11-9033  
Position ID                        CLETA  
Date of review            10.26.2023  
*110.125360.75*

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.