

Class Concept

Work in this class includes responsibility for developing curriculums, coordinating series or blocks of instruction in basic, advanced, and specialized training courses, and teaching courses for training criminal justice personnel. Employees in this class coordinate basic and advanced instructional courses in their area of specialization, provide classroom instruction, and review and evaluate course objectives and effectiveness regarding criminal justice training programs. Work includes developing training objectives to be used by instructors in preparing outlines identifying and analyzing needs and goals in training in the fields to which assigned; determining tasks required for evaluating progress of personnel to be trained in the programs; researching information and preparing instructional materials; constructing testing materials; presenting special training sessions upon request; and planning and developing annual course schedules to be disseminated to all criminal justice personnel. Employees receive guidance from high level training coordinators or other administrative personnel. Work is reviewed through periodic conferences and reports and assessment of overall programs in the assigned area.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of local, municipal, and State training programs in the criminal justice field.
- Considerable knowledge of basic education and training methods and techniques.
- Considerable practical and academic knowledge in those areas covered by instruction.
- Ability to understand and apply federal and State regulations to the scope and quality of educational programs.
- Ability to effectively, concisely, and accurately convey ideas in written and oral form.

Minimum Education and Experience

Master's degree in criminology, criminal justice, one of the social sciences, or a related field from an appropriately accredited institution and three years of progressively responsible experience in the field in which assigned; or

Bachelor's degree in criminology, criminal justice, one of the social sciences, or a related field from an appropriately accredited institution and six years of progressively responsible experience in the field in which instruction is to be conducted; or an equivalent combination of education and experience.