



National Park Service Seasonal Law Enforcement Academy Instructor

Colorado Northwestern Community College is seeking a full-time instructor to teach appropriate courses in the National Park Service S.L.E.T.P Academy. Instructor will teach to Academy standards as outlined through FLETC Accreditation. The successful applicant will demonstrate an ability to teach, guide, mentor and evaluate student learning in the classroom, laboratory and practical setting. Bachelor's Degree from an accredited college or university, ability to obtain Federal Law Enforcement Training Center certifications as required, current valid driver's license, and ability to earn a Colorado Career and Technical Education Certificate required. Preferred candidates will have a Master's Degree; current FLETC Instructor training certifications in any of the following: Basic Tactics, Arrest Techniques, Firearms, Driver Training, and PEB; and teaching experience in crime scene investigation, victims awareness, special/abnormal populations and community policing. CNCC values high energy, creativity, and a strong commitment to student engagement. We are seeking faculty who will have a dramatic impact on student success and will enhance our vision of place-based education. CNCC is a small, rural community college located in Northwest Colorado.

National Park Service Seasonal Law Enforcement Academy Instructor	
SECTION I – Background Information:	
DEPARTMENT: NPS Seasonal Law Enforcement Academy	
DIVISION: Instruction	
CLASSIFICATION TITLE: Faculty (1.0 FTE)	
SCHEDULED WORK HOURS: Varied	
TOTAL SCHEDULE HOURS PER WEEK: 40	
CAMPUS LOCATION: Rangely	WORK TELEPHONE #:
TITLE OF SUPERVISOR: National Park Service Academy Program Director	
SICK LEAVE: 10/hrs per month worked	ANNUAL LEAVE: 16 hrs per year (taken from accrued sick leave)
SECTION II – Summary of Major Functions:	
Teach appropriate courses in the National Park Service S.L.E.T.P Academy. Teach to Academy standards as outlined through FLETC Accreditation. Remain current in skills and maintain FLETC certifications as necessary. Assist in student recruitment and program enhancement. Maintain scheduled office hours. Attend planning and advisory committee meetings and departmental meetings. Assist program director with class scheduling. Advise and mentor students in the program.	

SECTION III – Primary Duties:

SECTION IV – Secondary Duties:

1. Assist NPS Program Director and Lead Instructor in implementing program and course improvements.
2. Assist with inventory of equipment and books and recommend upgrades and/or replacements.
3. Assist Program Director with maintaining student and departmental files.
4. Enforce Academy Code of Conduct and NPS Academy policy.
5. Prepare classrooms and equipment for class instruction.
6. Assist Academy Program Director with collecting statistics on graduates.
7. Assist Program Director and Lead Instructor with academic & program assessment.
8. Make arrangements with outside agency job recruitment officers to deliver presentations to current students.
9. Assist students with job placement activities.
10. Assist the Program Director and Lead Instructor with maintaining the NPS webpage.
11. Give presentations to outside institutions such as high schools, middle schools, and other interested groups when appropriate.
12. Attend all staff meetings and advisory board meetings.
13. Participate in budget development.

SECTION V – Important & essential knowledge, skills & abilities:

1. Familiarity with SLEPT requirements and procedures.
2. Training and experience to instruct designated NPS Academy courses.
3. Prior knowledge and experience in security practices and techniques.
4. Excellent interpersonal skills.
5. Excellent written and verbal communication skills.
6. Knowledge of computer programs: PowerPoint, Word, Excel.
7. Excellent organizational skills.

SECTION VI – Degrees, Licenses, Certifications or Registrations:

Minimum or Required:

- A Bachelor's Degree in subject area.
- Ability to obtain Federal Law Enforcement Training Center certifications as needed to instruct in the NPS Academy.
- Current Valid Driver's License
- Ability to earn a Colorado Career and Technical Education Certificate

Preferred:

- Master's degree in related subject area.
- Current FLETC Instructor training certifications in any of the following: Basic Tactics, Arrest Techniques, Firearms, driver training, and PEB
- Teaching experience in crime scene investigation, victims awareness, special/abnormal populations and community policing.

SECTION VII – Equipment/Machine Operation:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position.

Minimum or Required:

- Computer
- Telephone/Voice Mail
- Various Law Enforcement Equipment

SUPERVISES THE FOLLOWNG POSITIONS:

DATE OF UPDATE: 5/2015

PERSON CURRENTLY HOLDING POSITION: Vacant