

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** NPS Seasonal Academy Instructor

**DEPARTMENT:** Academics

**REPORTS TO:** Division Chair CTE - Rangely

**SUPERVISES:** work study student

**FLSA:** Faculty   X   APT        Coach       

**DOCUMENT STATUS:** New/Date:   5/17/17   Revision #        Date:

**TRAVEL:**

**SICK LEAVE:** 10 hrs per month **PERSONAL LEAVE:** 16 hrs per academic year

**COLLEGE-WIDE**        **CAMPUS:**   RANGELY     CRAIG  

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**GENERAL SUMMARY**

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 with class scheduling and assignment of instructors. Advise and mentor students in program.

**PRIMARY DUTIES**

1. Instruct appropriate courses in the NPS Academy. Meet all scheduled classes and be fully prepared for each class meeting.
2. Develop and maintain a close working relationship with the NPS Federal Law Enforcement Training Center (FLETC), basic academy, and Seasonal Academy Program Managers.
3. Keep current with changes in NPS policy and procedures, RM-9/36 CFR/SLETP syllabus/PEB requirements to ensure program quality and integrity.
4. Establish and maintain good working relationships with local, state, and federal law enforcement agencies.
5. Advise NPS Academy students.
6. Keep accurate records and maintain up-to-date files on course policies/syllabi.
7. Assist in registration, orientation, testing and advising as needed.
8. Assist in the inventory of Academy equipment on a semester basis and inspect to determine repairs and replacement as necessary. Make recommendations for repair or replacement to the Program Director as necessary.
9. Coordinate all equipment issued to students and instructors.
10. Enforce Academy Code of Conduct policy and report to Program Director when official disciplinary action is required.
11. Prepare classrooms and equipment for class instruction.
12. Participate in the institutional assessment program and complete course assessments for fall and spring semesters.
13. Assist students with job placement mentoring.
14. Make recommendations for changes to the CNCC Academy and ANPR webpages.
15. Participate in recruitment efforts as assigned by the Program Director.
16. Attend all staff meetings and advisory board meetings.
17. Perform other duties as assigned by the National Park Service Academy Program Director and/or the Division Chair CTE, Rangely Campus.

## **ESSENTIAL QUALIFICATIONS**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

### **1. Education and Training:**

A Bachelor's Degree in subject area or equivalent of education and experience.  
Ability to obtain Federal Law Enforcement Training Center certifications as needed to instruct in the NPS Academy.  
Current Valid Driver's License

### **2. Prior Related Experience:**

Familiarity with SLEPT requirements and procedures.  
Training and experience to instruct designated NPS Academy courses.  
Prior law enforcement knowledge, skills and abilities.

### **3. Licensure/Certification:**

### **4. Equipment Skills:**

Desire2Learn  
Knowledge of computer-based programs.  
Computer  
Telephone/Voice Mail  
Various equipment to do with field of study

### **5. Other Qualifications:**

Excellent interpersonal skills.  
Excellent written and verbal communication skills.  
Excellent organizational skills.

## **PREFERRED QUALIFICATIONS**

### **1. Education and Training:**

Advanced degree in related subject area.  
Teaching experience at the secondary or postsecondary level.  
FLETC certified firearms instructor.  
FLETC certified control tactics instructor.  
FLETC certified driving instructor.  
FLETC certified basic tactics instructor.  
Criminal investigation experience.

### **2. Prior Related Experience:**

Familiarity with SLEPT requirements and procedures.  
Training and experience to instruct designated NPS Academy courses.  
Prior law enforcement knowledge, skills and abilities.

### **3. Licensure/Certification:**

### **4. Equipment Skills:**

Desire2Learn  
Knowledge of computer-based programs.  
Computer  
Telephone/Voice Mail  
Various equipment to do with field of study

### **5. Other Qualifications:**

Excellent interpersonal skills.  
Excellent written and verbal communication skills.  
Excellent organizational skills.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing					X	
Walking					X	
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling			X			
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing			X			
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity					X	
Pushing/Pulling				X		
1 - 10 lbs.				X		
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying				X		
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.				X		
36 - 50 lbs.				X		
51 - 75 lbs.				X		
76 - 100 lbs.			X			

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					x	
Talking on Telephone				x		
Hearing in Person					x	
Hearing on Telephone				x		
Vision for close work					x	
Other Sensory Requirements					x	Sense of smell and peripheral vision
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)					x	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				x		
Operation of equipment, tools, vehicles					x	
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)			x			
Other environmental requirements:						

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_