



Capital Area Council of Governments Job Description

CAPCOG Title: Chief Academy Instructor
Division: Regional Training Academy
Reports to: Director of Regional Law Enforcement Academy
State Title & Salary Grade: Training Specialist V/ B21
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs advanced (senior-level) level of work involving the planning, developing, organizing, conducting, evaluating and reporting related to training for the basic peace officer academy and continuing education classes. Coordinates selection and contracting with instructors and oversees delivery of training including teaching methods and materials. Assists Director with management of budgeting, compliance, and reporting. May plan, assign, and/or supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. The essential functions of this position must be performed at CAPCOG offices therefore the position is not eligible for telecommuting.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Plans, develops, reviews, revises, and implements training programs, policies, and procedures. Formulates learning objectives and lesson plans based on research of state and federal law and professional sources.
- Teaches courses in the Basic Peace Officer Course and other in-service/continuing education courses.
- Monitors and evaluates instructor and student compliance with all academy guidelines and updates guidelines to comply with state standards.
- Develops and oversees the development of teaching methods, outlines, training aids, text materials and curriculum which includes lessons, tests, study guides, and test keys.
- Designs and develops methods for assessing and evaluating training effectiveness, oversees solicitation of information received, and develops report and recommendations.
- Defines scope of work for contract instructors and develops training contract specifications.
- Oversees system for records and statistics relating to all training services necessary for compliance and management issues.
- Maintains academy equipment and firearms.
- May evaluate, recommend, or plan supplemental training programs with private employers and state or federal agencies.
- May plan, assign, and/or supervise the work of others.

GENERAL QUALIFICATIONS

Education and Experience

Minimum of 7 years of active duty law enforcement experience and at least three years of training experience is required. Must hold an instructor's certification through the Texas Commission on Law Enforcement (TCOLE). Must be experienced in lesson plan development in compliance with TCOLE standards and requirements. Should also have experience with training methods, evaluation, and reporting. Graduation from an accredited four-year college or university preferred. Master Peace Officer License preferred.

Knowledge, Skills, and Abilities

- Current working knowledge of the Texas Penal Code, the Texas Code of Criminal Procedures, the Texas Traffic Code, the Texas Family Code, and case law pertaining to arrest, search, and seizure as listed in the curriculum of the Basic Peace Officer Course
- Proficient with handguns and shotguns
- Proficient with Microsoft PowerPoint and Word programs
- Proficient with Video Conferencing software such as Zoom and/or GoToMeeting
- Knowledge of Online training software, such as Litmos, preferred but not required.
- Knowledge of Microsoft Excel preferred but not required
- Knowledge of office practices and administrative procedures
- Defensive tactics background preferred but not required
- The following certifications are preferred but not required: First Aid/CPR/AED instructor certification; Police driving instructor certification; and collapsible baton instructor certification
- Ability to stand and lecture for an entire workday, for several days back to back
- Ability to construct lesson plans with lesson objectives within TCOLE standards
- Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively; to train others, and be able to organize and prioritize multiple tasks
- Ability to workout with students during routine physical training sessions, two to three times per week

Position Specific Competencies

- Attention to Detail - Ability to focus meticulously on all duties, assignments, schedules, and resources.
- Continuous Improvement - Seeks opportunities to improve individual, team, and departmental work habits and performance and to acquire new knowledge and skills.
- Interpersonal Understanding - Works effectively with colleagues, subordinates, and supervisors from all backgrounds and levels.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Regularly
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Regularly
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 50 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 50 lbs
Converse with others both in person and over the phone.	Frequently
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

Other Requirements

- Dependable transportation for travel within the region, valid driver's license and proof of vehicle insurance as required by the State of Texas.
- Must maintain TCOLE instructor's certification.