

JOB VACANCY ANNOUNCEMENT

POSITION: Instructor: Law Enforcement (NL) / Police Lieutenant – Full-Time – Lufkin

EMPLOYMENT DATE: Until Filled

QUALIFICATIONS:

Required:

- Level 1 Certificate in Law Enforcement Technology or Current Texas Basic Peace Officer License.
- Three years of non-teaching work experience in the field or a documented subject matter expert.
- TCOLE Instructor License.
- Ability to pass an FBI background investigation successfully.

Preferred:

- Master's degree in Criminal Justice OR master's degree with 18 graduate hours in Criminal Justice from an accredited college or university.
- Teaching experience.
- Experience in higher education.
- Experience as an instructor in assigned teaching discipline in online or hybrid formats.

Special Demands:

- Physical Demands
 - The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
 - While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.
- Work Environment
 - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
 - The noise level in the work environment is usually moderate.

Expectations:

- Uphold the mission and values of the college.
- Interact with a diverse student, staff, and faculty population.
- Promote a positive work environment among colleagues.
- Willingness to take on new projects and work through challenges.
- Understand the confidential nature of the work environment and commit to confidentiality in and outside of the workplace.

It is the intent of the basic job requirements, duties, and responsibilities that these minimum requirements should therefore, be referred to as a guide for, rather than a limitation to the services required.

JOB DESCRIPTION:

The position will directly to the Assistant Vice President of Academic Affairs and functionally to the Director of Public Safety Training / Police Chief for job responsibilities and other College related activities as outlined in the Policies and Procedures Manual. Essential duties include but are not limited to the following:

Instructor Functions

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, shops, and co-curricular programs.
- Teach 18 credit hours (or equivalent combination of credit and noncredit courses) per semester of organized courses according to the College Catalog description, the syllabus, and the schedule of classes.
- In collaboration with instructors assigned to the same academic unit, exercise responsibility for the content, quality, and effectiveness of the assigned curriculum.
- For assigned academic unit and/or educational program, participate with colleagues and administrators in identifying expected learning outcomes, assessing the extent to which students achieve those outcomes, and provide evidence of improvement based on the analysis of the results.
- As an individual and as a member of various Standing Committees, participate in the promotion, development, and continuous improvement of the College's academic and administrative policies, procedures, programs, and services.
- Assist in the student registration and academic advising processes, including the maintenance and updating of associated records.
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment.
- Report disruptive or inappropriate student behavior to the Executive Director of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see FLB Local).
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave an instructional setting immediately.
- At the beginning of each semester, distribute appropriate course information to students in each assigned course section according to the instructional arrangements policy (see: EC Regulation).
- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the student admissions and attendance policy (see: FBD Regulation).
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to grading and credit policies and procedures (see: EGA Regulation).
- Submit semester class rolls, final class rolls, final grades, and grade book records to the Registrar's Office according to the directives of the Office.
- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content.
- Develop and proctor all examinations administered in assigned course sections.
- Post and hold a minimum of five (5) office hours per week according to the workload policy (see: DJ Regulation).
- Counsel students concerning problems related to the academic program. Counseling for personal, disciplinary, or other issues may, in the judgment of the instructor, be referred to the Executive Director of Student Affairs.
- Provide accommodations to students with disabilities as directed by Student Affairs.
- Aid in planning academic programs and policies in cooperation with the appropriate administrators and College Standing Committees.
- Prepare appropriate and current course syllabi according to the instructional arrangements policy (see: EC Regulation) for review with the Assistant Vice President of Academic Affairs.
- Attend scheduled faculty meetings, division meetings, and committee meetings.
- Review and uphold the established policies and procedures of the College, and communicate problems, grievances, or suggestions to the Assistant Vice President of Academic Affairs or to the Vice President of Academic Affairs, as appropriate.
- Assist in the recruitment and retention of students as appropriate.
- Bolster the College's public image and support its educational philosophy through actions and interactions in all instructional settings and in the community.
- Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.
- Review and uphold the established policies and procedures of the College and openly communicate problems, grievances, or suggestions with the Vice President of Academic Affairs, through appropriate channels.
- Assist in the recruitment of students where appropriate.
- Serve as a good public relations agent, both in the classroom and in the community.

Police Functions

- Supervise subordinate Law Enforcement Officers.
- Responsible for the protection and security of all College property.
- Enforce regulations concerning parking, blocking or impeding traffic flow.
- Investigate criminal and non-criminal complaints and incidents against persons and property.
- Process crime scenes.
- Make needed contact with defendants and complainants.
- Subdue violent, dangerous, or disruptive persons and take appropriate action such as arresting, removing them from campus, or referring them for administrative action.
- Testify and make case presentations in Grand Juries, courts, and other venues as necessary.
- Write reports, parking citations, daily activity logs, and related legal and administrative reports, including Clery reporting data.
- Assist in preparing annual reports required by the Texas Commission on Law Enforcement, the annual campus safety report, and the annual report for the Clery Act.
- Network with municipal, county, and other law enforcement agencies and prosecutor's offices within the college service area.
- Attend meetings and complete training sessions to satisfy all police officer requirements.
- Provide law enforcement duties and Security actions for special events.
- Participate in appropriate professional development for campus police officers.
- Provide presence and maintain the peace at all campus events.
- Assist residence life staff with problematic dorm activity and functions.
- Develop ideas and recommend solutions related to campus safety and law enforcement-related activities.
- Periodically unlock building doors for individuals and provide access for event activity.
- Report maintenance issues, security deficiencies, and hazardous conditions that appear across campus.
- Complete daily, monthly, overtime, and special event logs and time and attendance records.

CONTRACT & SALARY:

\$58,500.00 per year, in addition to excellent employee benefits. Proof of identity and eligibility to work in the United States must be verified for the successful candidate.

SCHEDULE:

A letter of interest, completed application form, and a resume are required for an applicant to be considered. Please visit the Angelina College portal at https://myac.angelina.edu/ICS/AC_Employment/ to apply. Screening of qualified applicants will begin and continue until the position is filled. This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for the position.

Angelina College is a comprehensive community college of 5,200 students located in Lufkin, Angelina County, Texas, and serving twelve counties of East Texas. Lufkin is a city of 38,000 people, situated about 120 miles northeast of Houston, 112 miles southwest of Shreveport, Louisiana, and 165 miles southeast of Dallas.

Angelina College reserves the right to extend search or not offer position advertised.

Angelina College provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

Angelina College complies with the Americans with Disabilities and Veterans Act.