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| JOB TITLE: | Program Director -East Texas Police Academy | FLSA status: | Exempt |
| DEPARTMENT: | Public Services & Industrial Technologies | REPORTS TO: | Associate Dean of Public Services |

Position summary:

The Director of the East Texas Police Academy will provide strategic leadership, operational oversight, and educational direction for all programs and services offered by the academy. This position is responsible for ensuring high-quality training standards for police officers and law enforcement professionals, maintaining TCOLE certification, fostering partnerships with community stakeholders, and overseeing administrative, financial, and staff functions. The Director must exhibit a commitment to public safety, integrity, and professionalism while meeting all relevant TCOLE standards for training and leadership.

Position responsibilities:

As the Director of the East Texas Police Academy, you will be responsible for providing strategic leadership and overseeing the development of training programs that comply with Texas Commission on Law Enforcement (TCOLE) standards. The Director will ensure the academy's certification remains current, while designing, implementing, and evaluating training curricula that meet the evolving needs of law enforcement. The Director will manage administrative functions, including budget oversight, staff supervision, and performance management, while maintaining accurate records of student performance and compliance with state regulations. This position will act as Kilgore College's TCOLE Training Coordinator, ensuring all certification requirements are met, submitting necessary reports, and ensuring staff meet TCOLE licensing and instructional standards. Additionally, they will establish and nurture relationships with law enforcement agencies, enhancing the academy's reputation and fostering collaboration. The safety and legal compliance of the academy's operations will be the responsibility of the Director, while representing Kilgore College at community events and professional organizations to elevate its visibility.

Minimum Position Requirements:

- Bachelor's degree in Criminal Justice, Public Administration, Law Enforcement, or a related field (Master's preferred).
- Current TCOLE Advanced Peace Officer License.
- TCOLE Instructor Certification
- Must meet the requirements for a TCOLE Training Coordinator, responsible for ensuring the academy meets all TCOLE training, certification, and operational mandates.
- Minimum of 10 years of progressive law enforcement experience, with at least 3 years in a leadership or training capacity.
- Experience with TCOLE compliance, police training standards, and curriculum development.
- Strong leadership and team management abilities.
- Excellent communication, public speaking, and interpersonal skills.
- Knowledge of TCOLE regulations and their application in law enforcement training.

- Commitment to fostering a positive and inclusive learning environment.

Preferred Qualifications:

- Experience leading a TCOLE-certified law enforcement academy.
- Master’s degree in Criminal Justice or related field.
- Extensive experience with TCOLE accreditation processes and compliance.

Supervisory Responsibilities:

- 7 Full-Time Direct Reports 1 Part-Time Direct Reports

Physical Demands and Work Environment:

- (BELOW is the ‘standard’; some positions may have alternative items as well)
- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.

Safety:

- (BELOW is the ‘standard’; some positions may have alternative items as well)
- Provide resources for safe operation of units. Create and support workplace safety.

Disclaimer:

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. Kilgore College reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by Kilgore College at its discretion to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____ Date: _____