



Job Description

JOB TITLE: Administration of Justice Instructor

LAST REVISED: JUNE 2019

PURPOSE

Under direction of an educational administrator, develop curriculum and provide lecture and laboratory instruction for students in the study of Administration of Justice and other related courses, evaluate students' performance, assist in the selection of and coordination with part-time faculty members, participate in articulation and career technical education activities, participate in shared governance and other activities in support of the instructional program, and perform related work as assigned. .

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Administration of Justice Instructor must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

JOB CHARACTERISTICS

Incumbent may supervise student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Lecture/Laboratory Preparation/Instruction - ESSENTIAL: Develop syllabi of lecture/lab materials; prepare lesson plans to be used in lectures/labs; prepare web-enhancements and multi-media demonstrations to improve instructional delivery; prepare handouts and supplemental materials; develop quizzes, tests, and "hands-on" evaluations; evaluate student performance on quizzes, tests, and reports; advise students on matters regarding their academic performance; tabulate scores and assign official grades; review and select learning resources such as textbooks, internet sites, and periodicals determined to be the most useful, appropriate and equity-minded; review and evaluate new instructional material for content, readability, and cost effectiveness; read literature (books, newspapers, periodicals, and other print and non-print materials) to stay current in the field of Administration of Justice; and read literature (books, newspapers, periodicals, and other print and non-print materials) and attend trainings (if funding permits) on culturally-responsive pedagogy; **PERIPHERAL:** Complete instructional materials order forms; review study guides and other supplemental materials for classroom use; maintain appropriate learning resource center; and develop assignments related to current reference materials in learning resource center.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, examinations, term papers, homework assignments, projects, and laboratory assignments which fairly evaluate student progress in acquiring knowledge of subject material; monitor student activity during examinations and quizzes; read, evaluate, and grade student responses on examinations, quizzes, and projects; assign, read, and evaluate student homework assignments and projects; tabulate scores and assign official grades; advise students on matters regarding their academic performance; provide information to students about student support services (i.e., Extended Opportunity Programs and Services [EOPS], Tutoring Center, Writing Center, etc.) to ensure a successful learning environment; and maintain necessary attendance and scholastic records and submit them according to published deadlines.

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Curriculum Development- ESSENTIAL: Review and evaluate curriculum to include student learning outcomes and program outcomes to meet student and state interests and needs within the parameters of division/department budgets and availability of equipment and materials; work with local businesses, industries, and community groups to plan and develop curriculum to meet employment needs; coordinate with full-time and part-time faculty members to enhance consistency and quality of lecture/laboratory content; evaluate and/or revise courses of study to fit curriculum designs; present proposals for curriculum changes to the Curriculum Committee and/or other shared governance bodies; design degree and certificate programs; research, evaluate and incorporate current technology into curriculum; and function as a liaison with advisory committees to determine appropriate curriculum to meet current needs.

POST Academy Coordination – ESSENTIAL: Assist with the coordination, scheduling and curriculum maintenance of the College's Peace Officer Standards and Training (POST)-certified Law Enforcement Academy Training Courses (PC 832 Arrest, PC832 Firearms, Module III Academy, and Module II Academy).

Workforce Development Activities - ESSENTIAL: Participate in activities related to local workforce development, as appropriate and feasible; provide input to local agencies regarding program capabilities, as requested; and participate in the structuring of workforce development activities, as it relates to departmental operations; **PERIPHERAL:** Function as a liaison for Peace Officer Standards and Training (POST) and other agencies in developing programs to meet community needs; participate on steering committees, as appropriate; assist in development and delivery of agency-specific courses; and assist in maintaining quality and consistency of program delivery, as necessary.

Articulation- ESSENTIAL: Assist local area high schools and Regional Occupational Programs (ROPs) in developing curriculum to coordinate with community college offerings; function as a resource and attend meetings with representatives from local high schools and ROPs; assist in developing 2+2 articulation agreements with local high schools and ROPs; function as liaison for 2+2 and other career technical education activities by developing and administering tests and evaluating performance objectives; provide local schools with appropriate lesson designs to meet departmental standards for articulation; and assist local schools with selection of equipment and design of laboratories, as appropriate. Articulate with four-year universities to provide transfer opportunities into appropriate programs.

Shared Governance- ESSENTIAL: Respond in writing to requests for information, as appropriate; represent department and/or division by serving on District-wide committees, as appropriate and feasible; serve on employee selection committees, as requested; serve as functional member of one or more committees and/or task forces; and read and respond to information polls distributed by the Academic Senate and/or other shared governance bodies. Attend and participate in departmental staff meetings, division meetings, District meetings, and other activities, including Sierra College Collaborative Process (SCCP) activities; attend Board of Trustees and/or Strategic College meetings, as necessary; and read minutes of shared governance bodies, Board of Trustees reports, and other written material to maintain knowledge of District activities.

Professional Development-ESSENTIAL: Maintain membership and participation in activities of relevant professional associations; attend and present workshops at professional conferences, as approved; attend trade shows and agency-sponsored seminars, as approved; consult with local agency representatives regarding trends in industry and employment standards for training, as appropriate; read literature to keep abreast of current technological developments; and participate in faculty/industry internships, as appropriate.

Student Recruitment/Job Placement - ESSENTIAL: Conduct tours of District facilities, as appropriate; visit local area "feeder schools" to enhance visibility of departmental programs; host departmental "open house" activities in conjunction with Career Connections functions; prepare program brochures, ensuring that they are culturally-inclusive to the populations being reached; provide student career advisement, as appropriate; develop departmental student recruitment materials that are culturally inclusive to the populations being reached; interact



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with local agency representatives to attempt to place departmental students in internships and permanent positions; give presentations in a culturally-inclusive manner to high school classes, as appropriate; assist departmental students to develop resumes and cover letters for job applications, as appropriate; coordinate industry recruitment visitations to the Administration of Justice department; solicit and make recommendations for student scholarships from agencies; and coordinate student internships with local agencies. **PERIPHERAL:** Attend local job fairs, as approved; make presentations to local area school boards, as requested; and work with local area high schools and ROPs to develop a pool of potential departmental students.

Student Services - ESSENTIAL: Post and hold regular office hours; acknowledge the diversity of the student population by incorporating culturally-responsive pedagogical techniques and equity-minded teaching practices; provide students with a positive role model; participate in commencement and other student award ceremonies; and provide students with letters of reference, as requested. **PERIPHERAL:** Promote articulation with feeder high schools and with transfer universities; encourage and assist students with internships and scholarship applications; invite guest speakers to share their on-the-job experiences; and arrange field trips to enhance students' knowledge of job opportunities.

Special Programs - ESSENTIAL: Participate in special programs related to enhancement instruction (e.g. Career Fairs, Student Services outreach activities, etc.).

MINIMUM QUALIFICATIONS

Degrees/Experience - ESSENTIAL: Bachelor's degree **AND** two (2) years of professional experience in the discipline **AND** any certificate or license required to do this work **OR** Associate's degree **AND** six (6) years of professional experience in the discipline **AND** any certificate or license required to do this work **OR** the equivalent (areas included: Administration of Justice, Police Science, Corrections, Law Enforcement.) License or Certificate: Possession of a valid California Driver's license.

Knowledge of: ESSENTIAL: Criminal justice practices and processes; POST regulations and procedures to include law enforcement, police academies, including familiarity with POST Electronic Data Interchange (EDI) and POST Test Management and Assessment System (TMAS); the courts and corrections; teaching practices, methods, and techniques; current directions in Public Safety/Criminal Justice theory and research; and methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups. .

Ability to: ESSENTIAL: Provide interactive lectures in front of large and small groups; conduct classes in a laboratory environment; organize lectures and laboratories; provide information pertaining to organizing and budgeting departmental activities; work with community members, organizations, and advisory committees; supervise staff, including student and/or other temporary help and/or volunteers; explain Administration of Justice concepts and principles in a logical, sequential and equity-minded manner; provide for the needs of students with disabilities; form and maintain effective working relationships with students and other faculty members and staff; work independently and/or collaboratively to solve problems; observe routine safety precautions for use of equipment; apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents; to interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills; exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff; and develop activities and assignments to address diverse learning styles.



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Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function indoors in a classroom/laboratory environment engaged in work of primarily a moderately active nature, and to accomplish the following, with or without reasonable accommodation: **Frequently:** Utilize vision (near) to read written materials and computer screens; utilize vision (far) to evaluate body language as it relates to student performance; utilize hearing and speech to communicate in person, before groups, over the telephone, to hear sound prompts from equipment, to deliver lectures and respond to student questions, and to listen to student presentations; stand upright and forward flexing to deliver lectures and view student group activities classrooms and/or laboratories; walk, to move about classroom and campus environments; utilize manual and finger dexterity to write and to operate computers and audio/visual and other equipment; lift (from overhead, waist, and floor levels, max. 50 lbs.) and carry (max. 50 lbs.) to move equipment and materials to and from classrooms/laboratories and in and out of storage areas; reach (from low, level, and overhead) to connect computer and audio/visual equipment and turn television monitors on and off; twist and turn to deliver lectures and assist students with laboratory activities.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.