



## Job Description

**JOB TITLE:** Administration of Justice Instructor / Academy Training Liaison

**LAST REVISED:** December 2025

### PURPOSE

Under administrative direction of an educational administrator, this position will develop curriculum; provide lecture and laboratory instruction; evaluate student performance of students engaged in the study of Administration of Justice and other related courses; serve as point of contact between the District and law enforcement agency partners to facilitate collaboration and ensure compliance with training offered through instructional service agreements; and perform other related work as required.

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/Academy Training Liaison 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.

### EXAMPLES OF FUNCTIONS AND TASKS

**Curriculum Development – ESSENTIAL:** Review and evaluate curriculum in order to meet student interests and needs within the parameters of Divisional/Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture/laboratory content; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the curriculum committee and/or other appropriate shared governance body; make changes to curriculum, as necessary and as approved, within the shared governance structure; review curriculum for concordance with changes in laws, regulations, and standards; interact with public and private agency partners to develop and improve criminal justice curriculum and programs, as feasible and appropriate; represent the District in Federal, State, and local professional forums and organizations focusing on criminal justice and public safety curriculum; interact with Federal, State, and local agencies to ensure compliance with mandated course content accuracy and certification requirements.

**Lecture/ Laboratory Preparation – ESSENTIAL:** Review and evaluate new textbooks for content, readability, and cost-effectiveness; select textbooks determined to be the most useful and appropriate; read current literature (normally several sources—books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update syllabus materials for lectures and/or laboratories; review and select and/or prepare computer and audiovisual materials for classroom/laboratory use; prepare typewritten and/or graphic handouts and/or transparencies for classroom/laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials. **PERIPHERAL:** Complete book order forms and provide master copies of syllabi for printing; place appropriate reference items on reserve in the library; prepare lesson plans to be used in a lecture and/or coordinates lectures with laboratory learning assignments; attend conferences to increase knowledge of subject matter and teaching methods and techniques; familiarize self with operation of all equipment currently available for use which is appropriate for the subject area.

**Lecture/ Laboratory Presentation – ESSENTIAL:** Introduce and present lecture/laboratory information and concepts in a clear and logical manner; use analogies and/or examples to convey important psychological concepts; provide instructional objectives to direct student learning; outline major points of information using a variety of methodologies; enhance presentations with visual aids and/or demonstrations and/or examples, as



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available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and without ridicule, improper criticism, or bias; encourage student participation and involvement in classroom discussions; monitor student activity and take steps to prevent and/or control unacceptable behavior; maintain order in classrooms and laboratories, and provide equal opportunity for student participation.

**Student Performance Evaluation – ESSENTIAL:** Develop various assessment techniques to assess student learning (quizzes, texts and laboratory/classroom examinations) which are transparent and fairly evaluate student progress; monitor student activity during examinations/quizzes and takes steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and evaluate student responses on examinations/quizzes and mark and grade papers accordingly; assign, read, and evaluate homework assignments/projects to promote learning; tabulate scores and assign official grades; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.); maintain necessary attendance and scholastic records and submit them according to published deadlines.

**CTE/Academy Liaison Responsibilities – ESSENTIAL:** Serve as designated liaison for the Peace Officer Standards and Training (POST) Basic Training Academy and other training offered through instructional service agreements with regional agency partners; oversee applications and onboarding for unaffiliated students, and assist with affiliated student onboarding; ensure compliance of all state mandates related to instructional/curriculum requirements; attend related state and regional meetings; assist in submitting required course data to POST's Electronic Data Interchange (EDI) system by required deadlines; collaborate with criminal justice agencies to identify their education/training needs and implement programs as required; participate in Career and Technical Education (CTE) committee meetings; complete CTE local application and annual reports; participate in both in-reach and outreach events; determine ways to recruit students who are underrepresented and underserved in the field of AJ; coordinate and monitor facility use contracts with partner agencies; participate in the hiring process of faculty, training officer(s) and staff, and make recommendations for their selection and assignment; evaluate the performance of faculty and training officers.

**Shared Governance Participation – ESSENTIAL:** Attend and participate in departmental meetings, advisory committee meetings, and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, etc.); participate in articulation/curriculum development, investigation and costing of departmental equipment needs and selection of textbooks; represent the department by serving on campus-wide committees. **PERIPHERAL:** Attend and participate in divisional and/or building meetings and activities, as well as those organized by the Faculty Senate and the Staff Development Committee; serve on employee selection committees, as requested; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

**Ancillary Student Services – ESSENTIAL:** Provide career and degree/major counseling to students, as it relates to career planning; hold regular office hours; provide advice to students regarding academic performance; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies. **PERIPHERAL:** Provide students with letters of recommendation, as requested; hold review sessions of classroom/laboratory material, as necessary; advise and encourage students relative to Administration of Justice Department curriculum.

## MINIMUM QUALIFICATIONS

### Degrees/Licenses/Certifications:

**ESSENTIAL:** Bachelor's degree AND two (2) years of occupational experience in the discipline AND any certificate or license required to do this work OR Associate's degree AND six (6) years of occupational experience in the



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discipline AND any certificate or license required to do this work OR the equivalent (areas included: Administration of Justice, Police Science, Corrections, Law Enforcement.)

AND

### **Knowledge of:**

**ESSENTIAL:** Criminal/Administration of Justice practices and processes; teaching practices, methods, and techniques; current directions in Public Safety/Criminal Justice theory and research; compliance requirements for California Commission on POST; culturally-responsive pedagogy/andragogy; 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 groups of students; explain Administration of Justice concepts in a clear, logical, and concise fashion; interact effectively with students, peers, and administrative personnel; work independently to solve problems; recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation; apply an equity-minded framework and ensure programs, services, and processes are designed and delivered to meet the varying needs of all constituents; interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills; and 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.

### **Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to perform the following, with or without reasonable accommodation:  
Almost Constantly: Stand, sit, walk and turn to deliver lectures, other instruction, or instructional materials; work in the confines of a classroom and/or laboratory environment; reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.) to move and operate equipment and prepare laboratory materials; utilize manual and finger dexterity to operate equipment, computers, and to prepare laboratory materials; utilize hearing to respond to student questions, normal conversation, and telephone calls; utilize vision (near and far) to read written materials and computer screens and to operate equipment.

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

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification III, Bloodborne Pathogens Exposure Control Program.**