



Academy Instructor - Extra Help

Class Code:
X2A

Bargaining Unit: Not Applicable

COUNTY OF SANTA CLARA
Established Date: Sep 15, 2015
Revision Date: Oct 20, 2015

SALARY RANGE

\$64.09 - \$85.45 Hourly
\$5,126.96 - \$6,836.00 Biweekly
\$11,108.41 - \$14,811.33 Monthly
\$133,300.96 - \$177,736.00 Annually

DEFINITION:

Under general supervision, to provide instruction to recruits attending the Basic Academy and Adult Correctional Academy in a classroom and practical setting to include outside classroom locations.

DISTINGUISHING CHARACTERISTICS:

The Academy Instructor is an extra help classification. The Academy Instructor possesses expertise in law enforcement and is distinguished from other County training classifications such as the Training and Staff Development Specialist series, in that incumbents are only hired in extra help status and teach a variety of classes to train and prepare recruits for their law enforcement duties and required certifications.

TYPICAL TASKS:

- Presents required learning material based on and in compliance with state Peace Officer Standards & Training (POST) and Standards and Training for Corrections (STC) training and testing specifications;
- Plans, organizes, implements, and evaluates lesson plans to include expanded course outlines, safety plans, power point presentations, and relevant instructional handouts;
- Presents course material based in lecture or practical format on required needs and mandates for academy learning domains outlined in POST or STC as well as instructors own experience and expertise;

- Presents effective and innovative teaching strategies that engage others while integrating new and emerging technology into teaching strategies consistent with utilization of Adult Learning Theory;
- Adheres to all local, state, and federal guidelines for California Basic Academy and Adult Correctional Academy training;
- Participates in professional development opportunities to continuously improve skills that are relevant to teaching/training and knowledge of law enforcement;
- Acts as a mentor and role model for all academy recruits while delivering academy training;
- Works continuously with academy staff to achieve objectives and goals for ensuring the delivery of innovative and progressive public safety training to entry level law enforcement recruits;
- May be assigned as a Disaster Service Worker, as required;
- Performs other duties as required.

EMPLOYMENT STANDARDS:

Sufficient education, training, and experience which demonstrates possession and application of the following knowledge and abilities.

Training and Experience Note: The knowledge, skills and abilities required to perform this function are typically acquired through training and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree and two (2) years of experience in the related teaching topic/field or possession of an Associate's Degree and six (6) years of experience in the related teaching topic/field.

Special Certification:

- An Academy Instructor is required to complete the State Instructor Certification program within one year of appointment as an Academy Instructor.
- Possession of a valid California Drivers license prior to appointment, and the ability to qualify for and maintain a County Drivers Permit.

Knowledge of:

- Peace Officer Standards and Training (POST) as applicable to training topic;
- Standards and Training for Corrections (STC) as applicable to training topic;
- Law enforcement and functions and relationships of the criminal justice system as applicable to training topic;
- Principles and modern methods of police administration and organization, police practices and procedures as applicable to training topic;
- Modern methods of correctional administration, and laws governing the care and custody of prisoners as applicable to training topic;
- Adult Learning Theory concepts, practices and training methods;
- Principles and techniques of curriculum development;
- Effective methods of using audio/visual equipment and other training aids or materials.

Ability to:

- Ensure adult learning principles and outcomes are achieved;
- Ensure collaborative teaching and student-centered learning;

- Listen effectively and demonstrate written and oral communication skills including public speaking and presentation abilities;
- Demonstrate organizational skills, interpersonal skills, problem-solving abilities and collaborative leadership experiences;
- Be sensitive to cultural, racial, and ethnic diversity;
- Establish and maintain effective working relationships;
- Take initiative, reason logically, and be creative in developing and introducing new ideas;
- Maintain a positive outlook, high personal standards of excellence, and passion for the vision, mission and values of the Sheriff's Office;
- Demonstrate active listening skills, and utilize group dynamic skills and techniques.