

JOB ANNOUNCEMENT

NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY **POSITION TITLE: CURRICULUM SPECIALIST**

Position Grade: A-04

FLSA: Non-Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic training and professional development to law enforcement recruits and incumbents, representing sixteen police and sheriff's agencies. The NVCJTA is seeking a highly motivated and engaged professional to serve within the Office of Professional Standards/Curriculum.

GENERAL DESCRIPTION OF DUTIES:

Under general supervision, the purpose of the position is to perform curriculum management and testing associated with basic, entry-level training of police officers and deputy sheriffs, and coordinating other curriculum functions to ensure fulfillment of training requirements for law enforcement officers. Employees in this classification perform specialized administrative and routine clerical work. The position is responsible for: (1) administering the written examination process; (2) maintaining accurate, current lesson plans, and reviewing and researching lesson plan material to ensure compliance with state mandates, (3) maintaining a variety of correspondence, reports and records as required by the state, CALEA and the Academy; (4) conducting curriculum assessments, (5) producing and administering surveys and evaluations, and (6) acting as liaison between the Academy and various agencies doing business with the Academy. Employees perform related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein, if such functions are a logical assignment to the position.

- Construct, administer, score, validate, and process written and electronic examinations and criteria retests for basic schools; reviews and revises test materials in coordination with basic training instructors as needed; ensure that examinations accurately reflect subject material covered in class; ensure that exams are in compliance with both state mandates and Academy directives;

CURRICULUM SPECIALIST

- Coordinate with basic training instructors to develop performance-based objective testing that in compliance with both state mandates and Academy directives. Conduct other testing, as required or directed.
- Review, revise, and update lesson plans in coordination with basic training instructors; ensures compliance with Academy directives, certification standards, and state-mandated training outcomes, objectives, and criteria. Maintain principal copy of all Academy lesson plans.
- Continuously monitor DCJS Compulsory Minimum Training Standards to ensure changes are incorporated into basic training lesson plans and testing. Advise the executive and management teams on changes proposed by DCJS as well as offering recommendations for needed changes. Act as liaison between the Academy and various agencies doing business with the Academy.
- Assist instructors in conducting research for development of curricula and lesson plan subject material; refer to books, magazines, internet resources, and other resources to support research and development of curricula.
- Prepare and maintain letters, forms, memos, reports and records to satisfy state and Academy requirements; maintains archived training records and reports located in the records file room and / or electronically archived; releases records and information only to authorized persons; maintain and destroy records in accordance with state requirements; research, compile, and distribute Academy academic records to graduate and authorized persons.
- Construct, maintain, and utilize statistical databases to generate reports and records; operate a computer to enter, retrieve, review, or modify data; verify accuracy of entered data and make corrections; utilize word processing, spreadsheet, database, desktop publishing, presentation, email, internet, or other programs; perform basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.
- Conduct orientation training classes pertaining to curriculum and proficiency standards.
- Conduct mandatory DCJS post-graduate surveys from students.
- Develop and administer various surveys and evaluations; generate reports and feedback on content of surveys and evaluations; submit results of surveys and evaluations on a regular basis, or as required.
- Provide liaison with community college and administers articulation agreement; provide liaison with Veterans Administration and administers trainee benefits.
- Provide instruction to basic recruits, when needed and as necessary.

CURRICULUM SPECIALIST

- Maintain office supplies, or other materials used within area of assignment; ensure availability of adequate materials to conduct work activities; initiates requests/orders for new/replacement materials; receive incoming materials; review invoices, research for discrepancies, and forward for payment; assist in maintaining current resource materials; organize materials.
- Prepare or finalize various forms, reports, correspondence, training manuals, handouts, presentation materials, database reports, or other documents as needed.
- Receive various forms, reports, correspondence, lesson plans, curriculum lists, trainee handbooks, invoices, publications, legislative updates, training guides, catalogs, standards, directives, manuals, reference materials, or other documentation; review, complete, process, forward or retain, as appropriate.
- Communicate with managers, employees, other departments, instructors, experts, guest lecturers, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Assist in ensuring compliance with applicable laws, standards, and directives; initiates action necessary to correct deviations or violations; maintains current knowledge of applicable regulations, guidelines, certification standards, and other requirements; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate
- Provide assistance, as requested, with the advancement and presentation of Professional Development courses and curricula when requested.
- Perform general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conduct Internal Investigations of students and staff as assigned.
- Maintain files that will assist with CALEA and DCJS compliance audits
- Have or obtain working knowledge of Power DMS, Word and EXCEL programs

MARGINAL FUNCTIONS

- Perform other related work as required.

CURRICULUM SPECIALIST

MINIMUM TRAINING AND EXPERIENCE:

Associate's degree with course work emphasis in Criminal Justice, Police Administration, or a closely related field; supplemented by three (3) years previous experience and/or training that includes training/curricula coordination, criminal justice agency operations, research, database administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS:

- Must possess or obtain, within 90 days, and maintain Virginia Department of Criminal Justice Services General Instructor certification.
- Must possess a valid Driver's license from state/district of residence.
- Must successfully complete a character background investigation.
- Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor; must be of good character and reputation.
- Must be able to perform essential job functions (reasonable accommodation may be granted on a case-by-case basis).

SALARY AND BENEFITS:

- The salary range for this position is from \$65,992 - \$109,986 depending on qualifications and experience.
- The Academy generally follows a four-day-per-week schedule, Tuesday - Friday, 6:00 a.m. - 4:30 p.m.
- This position offers an extensive benefits package, including comprehensive life and health insurance, vacation and sick leave accrual, and retirement benefits.

LOCATION:

The Northern Virginia Criminal Justice Training Academy (NVCJTA) is located in Loudoun County at 45299 Research Place, Ashburn, Virginia 20147-2600.

CURRICULUM SPECIALIST

TO APPLY:

Resumes and cover letters may be submitted by e-mail.

Email address: jobs@nvcja.org

Mailing address: Northern Virginia Criminal Justice Training Academy
45299 Research Place
Ashburn, VA. 20147-2600
Attn: Mr. Jeff Mees

Closing Date: Open until filled

REASONABLE ACCOMMODATION:

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the Northern Virginia Criminal Justice Training Academy and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, national origin, sex, religion, age, or disability.

All Academy buildings and training facilities are smoke free.

AN EQUAL OPPORTUNITY EMPLOYER:

The Northern Virginia Criminal Justice Training Academy is an equal opportunity employer.