

**NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**  
**CLASS DESCRIPTION-2024**  
**POSITION TITLE: CURRICULUM SPECIALIST**

**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 and stakeholders. Employees perform related work as required.

**ESSENTIAL FUNCTIONS**

- Constructs, administers, scores, validates, and processes written and electronic examinations and criteria retests for basic schools; reviews and revises test materials in coordination with basic training instructors as needed; ensures that examinations accurately reflect subject material covered in class; ensures that exams are in compliance with both state mandates and Academy directives.
- Coordinates with basic training instructors to develop performance-based objective testing that is in compliance with both state mandates and Academy directives. Conducts other testing, as required or directed.
- Reviews, revises and updates lesson plans in coordination with basic training instructors; ensures compliance with Academy directives, certification standards, and state-mandated training outcomes, objectives, and criteria. Maintains master copy of all Academy Lesson Plans.
- Continuously monitors DCJS Compulsory Minimum Training Standards to ensure changes are incorporated into basic training lesson plans and testing. Advises the Director on changes proposed by DCJS as well as offering recommendations for needed changes. Acts as liaison between the Academy and various agencies and stakeholders.
- Assists instructors in conducting research for development of curricula and lesson plan subject material; refers to books, magazines, Internet resources, and other resources to support research and development of curricula.

## CURRICULUM SPECIALIST

- Prepares and maintains 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; maintains and destroys records in accordance with state requirements; researches, compiles, and distributes Academy academic records to graduates and authorized persons.
- Constructs, maintains, and utilizes statistical databases to generate reports and records; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, presentation, email, Internet, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.
- Conducts orientation – training classes dealing with curriculum and proficiency standards.
- Conducts mandatory DCJS post-graduate survey of graduate students in basic schools.
- Develops and administers various surveys and evaluations; generates reports and feedback on content of surveys and evaluations; submits results of surveys and evaluations on a regular basis, or as required.
- Acts as liaison with community college and administers articulation agreement; acts as liaison with Veterans Administration and administers trainee benefits.
- Provides instruction to basic recruits, when needed and as necessary.
- Maintains office supplies, or other materials used within area of assignment; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new/replacement materials; receives incoming materials; reviews invoices, researches discrepancies, and forwards for payment; assists in maintaining current resource materials for Resource Center rooms; organizes materials.
- Prepares or completes various forms, reports, correspondence, training manuals, handouts, presentation materials, database reports, or other documents as needed.
- Receives 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; reviews, completes, processes, forwards or retains as appropriate.

## **CURRICULUM SPECIALIST**

- Communicates with manager, employees, agency representatives, instructors, subject matter experts, guest lecturers, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Assists 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.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Conducts administrative investigations of students and staff as assigned.
- Maintain files that will assist with CALEA and DCJS compliance audits
- Have or ability to obtain working knowledge of Power DMS, INFORMA, Word and EXCEL programs

### **MARGINAL FUNCTIONS**

- Performs other related work as required.

### **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 and maintain Virginia Department of Criminal Justice Services General Instructor certification within 90 days.

Must possess a valid driver's license from state/district of residence.

## **CURRICULUM SPECIALIST**

### **SALARY AND BENEFITS**

The salary range for this position is from \$59,106 to \$84,316 depending on qualifications and experience.

The Academy generally follows a four-days-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.

### **TO APPLY**

Please send resumes and cover letters to [jobs@nvcja.org](mailto:jobs@nvcja.org)

Resumes and cover letters will be accepted until the position is filled. Once your resume and cover letter has been received at the Academy, you will be notified via email (please provide your email address). If you do not receive a return email, please contact Mr. Jeff Mees.

### **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.

## **CURRICULUM SPECIALIST**

### **AN EQUAL OPPORTUNITY EMPLOYER**

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