



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

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JOB ANNOUNCEMENT

Professional Development Coordinator

The Northern Virginia Criminal Justice Training Academy (NVCJTA) is seeking a highly motivated and engaged professional to become a member of the Professional Development Unit. The NVCJTA provides continuing education to officers, deputies and civilian staff representing seventeen police and sheriff's agencies.

MINIMUM TRAINING AND EXPERIENCE:

Bachelor's degree in Criminal Justice, Education, Business Administration, or closely related field; supplemented by three (3) to five (5) years previous law enforcement experience and/or training, **or** an equivalent combination of education, training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the delivery and administration of a law enforcement training program, including Virginia Department of Criminal Justice Services standards.
- Knowledge of instruction techniques, preferably in a police academy or a comparable agency.
- Ability to establish or maintain cooperative relationships with member agency personnel, non-member agency personnel, Virginia Department of Criminal Justice Services staff and outside vendors who provide instruction.
- Ability to effectively supervise and evaluate course delivery to include but not limited to lesson plans, instructional goals, training objectives, schedules, and vendor management.
- Ability to speak in front of large groups and deliver instruction as needed or required.
- Ability to exercise analytical judgment in areas of assigned responsibility.
- Ability to identify effectively and resolve issues (or situations) as they occur.
- Ability to implement decisions in accordance with existing policies and procedures with a minimum of errors.
- Ability to plan, coordinate and utilize information effectively in a manner to improve

activities and production.

- Has previous training and experience needed to develop and effectively deliver law enforcement training.

GENERAL DESCRIPTION OF DUTIES

The primary duty of a Profession Development Coordinator is to oversee and manage all assigned courses. The Professional Development Coordinator is responsible for an assortment of duties and responsibilities associated with the Academy's mission which is to provide effective and ethical training to those attending Academy classes.

Other assigned duties include but are not limited to:

- Identify the training needs of member agencies through various methods to include but not limited to surveys, e-mails, meetings and direct inquiries.
- Develop curriculum and coordinate delivery of professional development training.
- Prepares and submits documents needed for course approval through correct channels.
- Coordinates the delivery of courses with member agencies and outside vendors to include courses held at the Academy as well as at other approved training locations.
- Schedule and organize courses in consultation with other coordinators.
- Advertise courses through various media to include but not limited to website, e-mail, announcements and flyers.
- Assist agency adjunct instructors with lesson plan development and design, reviews, revises and updates curriculum as needed to ensure compliance with Academy directives and certification standards.
- Drafts, copies binds and assembles workbooks, handouts and digital media for courses
- Monitor and evaluate training and instructors to ensure training meets Academy and DCJS requirements and instructors utilize professional adult learning techniques.
- Prepares and maintains course records to include registrations, budgetary documents, contracts, evaluations and other records as they apply to the course.
- Analyze evaluations of courses for content and assessment of instructors.
- Set up classrooms per instructors requests for specific configurations, check and maintain audio / visual equipment, computers and projectors are in good working order and provide equipment to course participants as needed.
- Submit completed courses for final review and course closure

SPECIAL REQUIREMENTS

Certified as an Instructor by the Virginia Department of Criminal Justice Services (preferred) or the ability to become certified within 60 days of date of hire.

Knowledge of, or ability to quickly learn various web based programs associated with course development and record keeping (i.e. PowerDMS and TRACER)

Possession of a valid driver's license.

Successful candidates must pass a background investigation and complete a one-year probationary period.

SALARY AND BENEFITS

This position is an FLSA Exempt position and the starting salary range for the position is \$57,384 to \$95,640 based on qualifications.

Position offers an extensive benefits package including comprehensive life and health insurance, vacation and sick leave accrual, and retirement plans.

The Academy operates on a four-day work week schedule, Tuesday through Friday, 6:00 AM through 4:30 PM

All Academy buildings and training facilities are smoke free.

TO APPLY

Resumes and cover letters may be submitted by mail or e-mail and will be accepted until the position is filled.

Email address: jobs@nvcja.org

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

REASONABLE ACCOMODATION

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

AN EQUAL OPPORTUNITY EMPLOYER

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, or genetic information, veteran status, political affiliation, sexual orientation, or gender identity.