



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600
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JOB ANNOUNCEMENT

General Instructor – Human Performance Specialist

Position Grade: A -04

FLSA: 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 instruct and coach within the Academy's Human Performance Program (physical fitness and officer wellness).

GENERAL DESCRIPTION OF DUTIES

Under general supervision of the Human Performance Program Supervisor, the incumbent will coordinate, schedule, and assist in instructing all human performance training, to include an overall wellness program for NVCJTA basic recruits and member agencies when requested. The incumbent is responsible for providing support in all components of the existing Human Performance program; assist assigned instructors during daily training; coordinate all wellness and fitness curriculum, training materials, and information; assists in conducting program evaluations; conducts classroom and practical instruction; and performs related work as required.

EMPLOYMENT STANDARDS:

Five (5) or more years of Law Enforcement, Corrections, Emergency Communications, or similar experience.

Bachelor's degree in Criminal Justice, Public Administration, Education, Physical Training (i.e. exercise or health sciences), or closely related field, or an equivalent combination of education, training, and experience.

Nationally accredited Strength & Conditioning certification, such as National Strength and Conditioning Association (NSCA), Certified Strength and Conditioning Specialist® (CSCS®), Tactical Strength and Conditioning Facilitator® (TSAC-F®), or Collegiate Strength and Conditioning Association (CSCCa) Strength and Conditioning Coach Certified (SCCC).

Must possess excellent communication skills and be highly detail-oriented and organized.

Must be proficient with Microsoft Office programs, including Outlook, SharePoint, Word, Excel, and PowerPoint.

PREFERRED QUALIFICATION:

Have a minimum of 3 years of full-time experience as a Strength & Conditioning Coach or Physical Fitness leader with tactical, professional, or collegiate athletes.

Have a minimum of 3 years of full-time experience in a training academy or similar setting.

Current basic cardiopulmonary resuscitation (CPR) certification, including Automated External Defibrillator (AED) training and First Aid.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Instruction of the established and approved human performance program curriculum that supports Recruit Officer and Recruit Deputy related fitness.

Capable of demonstrating and performing all physical training modules with recruits and the incumbent's populations.

Ability to communicate the points of performance for general and advanced strength and conditioning exercises within a balanced human performance curriculum, and ensure exercises are being performed to standards.

Mentor recruits and instructors to increase awareness of human performance principles.

Present training modules to student classes in various forums to include classrooms, training facilities and outdoor/field settings as required.

Provide and teach academics as necessary that pertain to health scientific based research through presentations and academic studies.

Ability to plan, coordinate and utilize information effectively in a manner to improve activities and production, specifically related to law enforcement trainees.

Knowledge of instruction techniques, preferably in a law enforcement academy or a comparable agency.

Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Ability to plan, schedule, coordinate, and lead in the training needs for Academy instructors related to the Human Performance Program

Provide authorized first aid response to injured or ill students during training.

Ability to prepare and maintain inventory and control of equipment and supplies to include, but not limited to, that which is assigned to the Physical Training Program.

Willingness to perform other incidental and related duties as required and assigned.

LICENSURES/CERTIFICATION:

Must possess and maintain a valid Driver's License from state/district of residence.

Must possess and maintain, or obtain within 90 days of employment, or as training classes are scheduled, a Virginia Department of Criminal Justice Services General Instructor certification.

Must possess and maintain nationally recognized certification(s) related to human performance or Strength & Conditioning.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete a character background investigation, must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case basis); must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor, must be of good character and reputation.

SALARY AND BENEFITS

The payband for the position is \$59,106 to \$98,509 and salary will be based upon 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.

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.