

# JOB DESCRIPTION



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**Position Title:** Executive Director of First Responders Academy

**Division:** Academics

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based on Douglas Campus

**FLSA Classification:** Exempt  
**Remote Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS20

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**Position Summary:** Executive Director of First Responders Academy is responsible for the oversight and coordination of the First Responders Academy in cooperation with partnering agencies, working closely with faculty, staff and law enforcement, fire service, EMT/Paramedic, and search and rescue personnel to ensure students/cadets have a quality educational experience.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and oversight of the First Responders Academy, ensuring alignment with the college's mission, vision, values, and goals.

Ensures high quality operating standards are maintained, including methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Police Academy, Fire Academy, First Responder Academy, and other areas as approved; integrates knowledge of industry trends and professional training to continuously improve program quality.

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for all academy experiences and courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs.

Ensures the Policy Academy, et.al programs, meets accreditation standards, and complies with state and national policies and procedures; ensures proper agreements and insurance coverages are in place for activities; evaluates program faculty, instructors, and staff; maintains inventory of program equipment and supplies; and maintains records as required; provides input on department budget.

Oversees coordination and instruction in classroom, clinical, vehicular and learning lab settings of the Law Enforcement program, ensuring compliance with the Arizona Peace Officer Standards and Training (AZPOST).

Serves as the liaison between the college and AZPOST; coordinates and schedules testing; arranges for necessary examiners personnel, prepares testing site, organizes testing assignments and sequences, supervises all pre and post course testing and associated paperwork in accordance with AZPOST.

Formulates, implements and oversees the departmental budget; serves on position relevant state and national boards; represents the First Responders Academy on college committees; participates in professional development opportunities staying informed of compliance requirements and best practices.

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Performs duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Master's degree in Administration of Justice, Emergency Management, Fire Science or related discipline from a regionally accredited institution of higher learning recognized by the US Department of Education  
Five year's related experience, with at least three years in a supervisory role

**Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of trends, developments, new technologies affecting Administration of Justice, Emergency Management, Fire Science or related disciplines  
Knowledge of curriculum and program development  
Knowledge of public relations/marketing practices and methods for recruiting  
Knowledge of AZPOST accrediting criteria, curriculum, and guidelines  
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Skill in instructing students from diverse cultures and/or backgrounds  
Skill in using authentic assessment to evaluate students' needs and progress  
Skill in integrating technology into curriculum and other educational services  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**PREFERRED QUALIFICATIONS**

Organizational and leadership experience, preferably in the law enforcement area  
Successful teaching experience, preferably at a community college  
Experience teaching using alternative delivery methods is desired  
Experience with use of technology in lecture and lab settings is preferred  
Bilingual in Spanish

**Work Environment:** Work is primarily performed under limited supervision in a typical office, or classroom setting with appropriate climate controls; also outdoor exposure to varied climate conditions. Travel may be required. May require early morning, evening, and weekend work.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate. May include physical exertion relative to a Police Academy setting.

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Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Executive Vice President/Provost

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.