



## Adult Education Justice Commander/Instructor

**STARTING DATE:** 2022-2023 School Year  
**REPORTS TO:** Assigned Supervisor  
**WORK YEAR:** 184 days as per Board adopted calendar  
**SALARY RANGE:** Appropriate step on Teacher's Salary Schedule Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Bachelor's Degree Minimum (Advanced Degree preferred)
- Possess a valid or appropriate professional Ohio educator's license.
- Possesses or train to receive certification as an OPOTC Commander for Basic Police Officer Training Academy and Corrections Academies
- A thorough understanding of the first level of OPOTC and Criminal Justice curriculum/competencies and procedures to prepare students to successfully complete the program and pass the certification exams for each respective academy.
- Ability to instruct Academy students using a combination of subject matter and experience increasing professionalism and expertise in various criminal justice content areas
- Demonstrated ability to individualize instruction and work with students having a variety of needs and abilities
- Excellent planning, organizational, and problem solving skills
- Outstanding oral and written communication skills with respective students, employers, area law enforcement leaders
- Ability to identify, interview and select appropriately certified instructors to deliver appropriate OPOTC curriculum
- Consistent collaboration with law enforcement and OPOTC field office representatives
- Ability to efficiently complete calendar's, schedules and coordinate and ensure compliance with OPOTC regulations and paperwork requirements for respective academies
- Respective teaching or training experiences compatible with law enforcement instructional programs preferred
- Ensure efficient completion of physical training requirements and timelines per OPOTC requirements
- Ability to develop cooperative relationships with area employers and establish an advisory committee made up of representatives from the communities we serve
- Highly motivated self-starter and independent thinker with a passion for helping students and families understand value of training in law enforcement
- Team oriented work style while displaying sound judgment and consistency of personality in interactions with all stakeholders
- Strong commitment towards public service to students and their families
- Proven communication skills in both collegial and leadership settings
- Ability to successfully engage and motivate students in creative and innovative ways
- Regularly utilize technology to support and assist administration, staff and students
- Strong passion to improve opportunities for students and their families
- Able to identify, recommend and persuade creative improvements in organizational processes
- Displays patience and demonstrates respect at all times and elicits trust in and from others
- Demonstrates an unassuming interaction style with students and other stakeholders in all situations
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record
- Meet all mandated health requirements

### RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Communicate regularly with local law enforcement agencies, OPOTC regional field representative and other training entities to promote and improve participation at the Greene County Career Center
- Coordinate annual recruit activities and career recognition events
- Schedule appropriate tours, preparation of materials and training cadet leaders for program success and recruitment strategies for the Career Center
- Coordinate with the Director and/or assigned Supervisor academy programs and inform of schedules and events for academy completion

- Consistently prepare and complete proper documentation for OPOTC required field audits
- Coordinate and continuously improve the admissions process
- Regularly monitor and update the online application system as beneficial to the district and the families we serve
- Engage applicants, families and complete all necessary follow-through with enrollees to collect transcripts and other necessary admissions information
- Timely notify applicants on status related to admissions
- Communicate and work collaboratively with area law enforcement personnel and GCCC students, families, staff and administration
- Assist in coordinating activities such as recruitment/retention, student orientations, recognition activities, career exploration, and guidance and other related services to assist students
- Familiarity with student software delivery systems and technologies or able to acquire such knowledge
- Facilitation of the transition process for students entering or leaving programs to ensure satisfaction and success for the students
- Respect diversity and manage individual, group and organizational interactions skillfully
- Assist as necessary in ensuring compliance with accreditation processes
- Ability and experience in the use of diplomacy and exercise self-control when dealing with difficult individuals or situations
- Incorporate current best practices from business, industry and education to prepare students for college, workforce or life
- Provide integrated educational experiences for students between academics and career technical programming in accordance with OPOTA requirements
- Assist in preparing students for both academic and respective academy competency or certification tests
- Provide leadership in student management, classroom instruction, curriculum development, and state certification requirements
- Assist instructors in making sure training both supports and aligns with required curriculum requirements
- Complete tasks within assigned budgets and regularly seek and discuss improvements to the recruiting and admissions processes with the Supervisor/Administration
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Display professionalism with all stakeholder and present as a positive role model of the Career Center at all times
- Work under the guidelines of the Greene County Career Center's Mission Statement and Goals
- Adherence to the Ohio Department of Education Code of Conduct for Professional Educators
- Comply with academy requirements in the Commander Manual on the Ohio Attorney General website
- Maintain an acceptable attendance record and be punctual
- Perform other specific-job related duties as directed

**DEADLINE:** Open until filled  
 Visit <https://www.greeneccc.com/HumanResources.aspx> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent  
 Greene County Career Center  
 532 Innovation Drive  
 Xenia, OH 45385  
[www.greeneccc.com](http://www.greeneccc.com)

Date posted: March 28, 2022

The Greene County Career Center Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, disability/handicap, citizenship status, or veteran status in its educational programs, activities, employment policies, or admission policies and practices, as required by law. GCCC has a Section 504, Title VI, and Title IX coordinator.