

ANNOUNCEMENT OF VACANCY

POSITION: Full-Time Training Specialist, Law Enforcement, and Risk Management & Safety – Lufkin

EMPLOYMENT DATE: Until Filled

QUALIFICATIONS:

Required:

- Graduate of a Texas law enforcement academy.
- Teaching experience.
- Experience in course development.
- Three years of full-time law enforcement experience.
- Texas Commission on Law Enforcement (TCOLE) Licensed Instructor.
- Maintain a law enforcement commission with the Angelina College Police Department.
- Demonstrated ability to work with a diverse student population.
- The candidate must be willing to attend training and be certified to teach:
 - Occupational Safety and Health Administration (OSHA Outreach Training Program for Construction and/or General Industry);
 - National Safety Council (NSC);
 - American Heart Association (AHA);
 - American Safety and Health Institute (ASHI); and
 - Courses for other training sponsors, as needed.
- Excellent English language, interpersonal, listening, verbal and written communication skills.

Preferred:

- Associate's degree.
- Approval as a trainer with one or more of the following organizations: Occupational Safety and Health Administration (OSHA Outreach Training Program for Construction and/or General Industry); National Safety Council (NSC); American Heart Association (AHA); American Safety and Health Institute (ASHI); other sponsor of safety training.
- NCCER Craft Instructor – Core Curriculum.
- NCCER Curriculum Proctor.
- NCCER Curriculum Performance Evaluator – Core Curriculum.
- Bilingual (Spanish).
- Demonstrate sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds, including those with disabilities.
- Understand how to work successfully as a team within all levels of the organization and know how to contribute to the mission of the college.

Special Demands:

- Occasional stressful situations and/or situations involving complex interpersonal communication.
- Travel to teach at off-campus locations throughout the service area of the College as assigned.

It is the intent of the basic job requirements, duties, and responsibilities that these minimum requirements should, therefore, be referred to as a guide for, rather than a limitation to the services required.

JOB DESCRIPTION:

The position will report to the Law Enforcement Academy Director/Chief of Police for job responsibilities and other College related activities as outlined in the Policies and Procedures Manual. Essential duties include but are not limited to the following:

Instructor Duties

- Obtain/maintain approval as a safety trainer through NCCER, OSHA, NSC, and other training sponsors as needed;
- Deliver risk management and safety courses on a variety of topics, including courses designed to prevent the top injuries for workers in East Texas;
- Spend a minimum of 40 hours per week on campus or at off-campus teaching sites to meet the teaching schedule, divisional needs, and student needs;
- Maintain student training records and comply with training standards as required by NCCER, OSHA and other training sponsors;
- Follow a course syllabus for each course offered and develop and update syllabi as needed to meet requirements of training sponsors and the College;
- Submit class attendance rosters and grades to Workforce & Continuing Education at the end of each course;
- Provide students with access to end-of-course evaluations after each course;
- Provide accommodations to students with disabilities as directed by Student Affairs;
- Submit any required college reports and forms in a timely manner;
- Participate in annual professional development to enhance the content and quality of instruction;
- Collaborate with other campus employees assigned to risk management to schedule training for the campus and region;
- Collaborate with representatives of workforce education programs to schedule OSHA training for students;
- Assist in scheduling law enforcement training as well as risk management and safety courses to be taught throughout the service area of the College;
- Participate in unit planning and assessment for continuous improvement processes;
- Attend scheduled faculty meetings, division meetings and committee meetings;
- Assist in recruitment and retention of students as appropriate;
- Advance the mission of the College through actions in instructional settings, with colleagues, and in the community; and
- Assist with law enforcement in-service training as well as the new licensing training.

Law Enforcement Officer Duties

- Responsible for the protection and security of all College property;
- Enforce regulations concerning parking, blocking or impeding traffic flow;
- Investigate criminal and non-criminal complaints and incidents against persons and property;
- Process crime scenes;
- Make needed contact with defendant and complainants;
- Subdue violent, dangerous or disruptive persons and take appropriate action such as arresting, removing them from campus, or referring them for administrative action;
- Testify and make case presentations in Grand Juries, courts, and other venues as necessary;
- Write reports, parking citations, daily activity logs, and related legal and administrative reports, including Cleary reporting data;
- Assist in preparing annual reports required by the Texas Commission on Law Enforcement, annual campus safety report, and the annual report for the Cleary Act;
- Network with municipal, county, and other law enforcement agencies and prosecutor's offices within the college service area;
- Attend meetings and successfully complete training sessions to satisfy all police officer requirements;
- Provide Law Enforcement duties and Security actions for special events;
- Participate in appropriate professional development for campus police officers;
- Provide presence and maintain the peace at all campus events;
- Assist residence life staff with problematic dorm activity;
- Develop ideas and recommend solutions related to campus safety and law enforcement related activities;
- Periodically unlock building doors for individuals and provide access for event activity;
- Report maintenance issues, security deficiencies, and hazardous conditions that appear across campus;
- Complete daily, monthly, overtime, and special event logs and time and attendance record; and
- Provide assistance with training in the day and night classes for the Law Enforcement Academy under the direction of a training manager or Academy Director as needed.

CONTRACT & SALARY:

Annual salary of \$37,000.00 - \$42,000.00, in addition to excellent employee benefits. Proof of identity and eligibility to work in the United States must be verified for the successful candidate.

SCHEDULE:

A letter of interest, completed application form, a resume, and college transcripts are required for an applicant to be considered. Screening of qualified applicants will begin and continue until the position is filled. This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for the position. Please download and save the application to your computer before completing. **The application may be downloaded via our website at <http://www.angelina.edu/hr-jobs/> or application forms may be requested from Human Resources.** Please submit the complete application packet to: Human Resources, Angelina College, P.O. Box 1768, Lufkin TX 75902-1768, fax to 936-633-3230 or e-mail to ewalker@angelina.edu.

Angelina College is a great place to work and Lufkin is a great place to live! From the arts to the outdoors, Lufkin offers a wide variety of entertainment activities. We have many parks and our residents enjoy spending time walking and biking on the beautiful Azalea Trail. Golfers have a choice of four different courses. Lake Sam Rayburn provides opportunities for fishing and boating. Families often enjoy spending a day at Ellen Trout Zoo. For those who prefer shopping and dining, Lufkin has a wide variety of shops and restaurants offering everything from antiques to clothing and home-style cooking to fine dining. Our downtown area offers quaint boutiques and is the scene of many community events. Spending a day at a museum doesn't require a long drive to the big city. Lufkin is home to the Museum of East Texas, the Texas Forestry Museum, and the Naranjo Natural History Museum. The arts come alive with organizations like Angelina Arts Alliance, which hosts the performing arts from around the world.

With all that it offers in recreation and entertainment, Lufkin really is a great place to live.

Angelina College is a comprehensive community college of 5,200 students located in Lufkin, Angelina County, Texas, and serving twelve counties of East Texas. Lufkin is a city of 38,000 people, situated about 120 miles northeast of Houston, 112 miles southwest of Shreveport, Louisiana, and 165 miles southeast of Dallas.

Angelina College reserves the right to extend search or not offer position advertised.

ANGELINA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO
DIVERSITY