



Title: Program Coordinator - Law Enforcement Academy

Job ID: 242539710101

Campus: Uvalde

Closing Date: Until Filled

Job Duties: The Law Enforcement Academy Coordinator is responsible for the administration, development, and oversight of the Basic Peace Officer Academy and related law enforcement training programs in compliance with **TCOLE regulations**. This position ensures high-quality training, maintains program accreditation, and supports students in their pursuit of a career in law enforcement. The Coordinator serves as a liaison between the college, TCOLE, law enforcement agencies, and the community.

Key Responsibilities:

- Program Administration:
 - Oversee the daily operations of the Basic Peace Officer Academy.
 - Ensure compliance with **TCOLE standards** and institutional policies.
 - Maintain accurate records, reports, and documentation for TCOLE audits.
 - Develop and update academy policies and procedures.
 - Report program data.
 - Oversee program reviews.
- Curriculum & Instruction:
 - Develop, schedule, and implement academy courses and continuing education programs.
 - Ensure course content aligns with **TCOLE-approved curriculum** and learning objectives.
 - Evaluate and recommend updates to training materials and methodologies.
 - Oversee student performance, testing, and certification processes.
- Instructor Management & Training:
 - Recruit, hire, and supervise **TCOLE-certified instructors**.
 - Conduct instructor evaluations and ensure compliance with teaching standards.
 - Facilitate professional development for instructors and staff.
- Student Support & Engagement:
 - Advise and mentor students regarding coursework, certification, and career paths.
 - Monitor student progress, enforce academy policies, and address disciplinary issues.
 - Foster a positive learning environment and promote ethical policing practices.
- Law Enforcement & Community Relations:
 - Act as a liaison between the academy and **local, state, and federal law enforcement agencies**.
 - Develop partnerships with law enforcement agencies for recruitment, training, and internship opportunities.
 - Represent the academy at public events, professional meetings, and law enforcement conferences.
 - Establish and maintain partnerships with industry leaders in the college's service area.
 - Organize a minimum of one yearly advisory committee meeting with key college and industry partners.
- Compliance & Accreditation:
 - Ensure adherence to **TCOLE** licensing requirements and training mandates.
 - Maintain accurate records of academy operations, instructor certifications, and student training hours.
 - Prepare for and participate in audits and site visits by **TCOLE** or other accrediting bodies.
- Budget, Resources, & Long-Range Planning:
 - Develop and manage the academy's **annual budget**, ensuring efficient use of financial resources.
 - Oversee procurement of training materials, equipment, and instructional resources.
 - Identify and pursue **grant opportunities** and other funding sources to enhance academy programs.
 - Plan for long-term program growth, including facility upgrades, expanded course offerings, and emerging law enforcement training needs.
 - Collaborate with institutional leadership to align academy goals with the college's **strategic plan**.

Classification: Full-time, Exempt

Department: Applied Sciences

Salary: Commensurate with education and experience based on salary schedule. (10-month non-tenure)

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, and waived tuition for eligible employees and dependents).



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QUALIFICATIONS

Minimum Qualifications:

- Must be a **licensed Texas peace officer** in good standing with **TCOLE**.
- An Associate of Applied Science Degree with an emphasis in Criminal Justice, Law Enforcement, Public Administration, or a related field is required (bachelor's preferred).
- Minimum of **five (5) years of law enforcement experience**, including supervisory or training roles.
- Certified **TCOLE Instructor** (or ability to obtain certification within six months).
- Strong knowledge of **TCOLE rules, regulations, and training standards**.
- Experience in curriculum development and law enforcement training preferred.
- Strong leadership, organizational, and communication skills.

Preferred Qualifications:

- Experience coordinating a **TCOLE-accredited** training program.
- Law enforcement command or leadership experience.
- Experience in higher education or professional training environments.
- Additional **TCOLE certifications** (e.g., firearms instructor, defensive tactics, field training officer).

Additional Qualification Requirements: Requires flexible scheduling, including occasional evenings and weekends. Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel required to other locations served by the college.