

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

October 22, 2014

JOB TITLE: Instructor

Job Summary:

Under general supervision, instructs basic academy and specialized continuing education courses in various topics.

Description of Tasks:

Coordinates, facilitates and instructs various subjects in law enforcement basic academies, advanced and specialized continuing education courses. Develops course outlines and reference materials for various courses of instruction in basic, advanced and specialized law enforcement schools. Assists in developing, writing and modifying curriculum for training programs within the state. Completes other job related tasks as prescribed by Academy Coordinator, Training Manager, Assistant Director, or Director.

Knowledge and Skills:

Prospective applicants with CLEET Instructor Certification in skills areas, such as Law Enforcement Driver Training (LEDT), Custody Control/Defensive Tactics (DT), and/or Firearms, will receive special consideration. Must possess knowledge of classroom teaching techniques, use of classroom equipment, and be knowledgeable in various aspects of law enforcement training. Skill in conducting several projects simultaneously, in establishing and maintaining satisfactory and effective working relationships with others, and in organizing and presenting facts and opinions clearly and concisely, both orally and in writing.

Education and Experience:

Minimum four years experience in law enforcement with at least two years experience as an Instructor. Possession of a Basic Instructor Development certificate (BID), or comparable instructor certification as allowed by CLEET. A Bachelors degree in a Criminal Justice related field is desired, but not required.

Requirements:

Job may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, long periods of standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. May be required to lift objects weighing up to or more than 50 pounds. The instructor is subject to both inside and outside environmental conditions including but not limited to noise, wind, rain, sun, pollens, ice and snow. Successful applicants not already qualified as a LEDT, DT, and Firearms instructor will be required to attain these certifications within one year of their CLEET hire date. Applicants must be able to perform vigorous physical activity associated with basic and advanced defensive tactics training. Must possess a CLEET Peace Officer certification or be eligible for Certification through Reciprocity. Possession of a valid Oklahoma driver license is required for the position.