



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600
703 729-4299 • Fax 703 729-4634

JOB ANNOUNCEMENT

General Instructor – Basic Training

Position Grade: A-04

FLSA: Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic training and professional development to law enforcement recruits and incumbents, representing sixteen police and sheriff's agencies. The NVCJTA is seeking a highly motivated and engaged professional to instruct within the Basic Training Program.

GENERAL DESCRIPTION OF DUTIES

Under general supervision of a Basic Program Supervisor, the incumbent will coordinate, schedule, and provide instruction to basic law enforcement and deputy sheriff recruits, to include all aspects of basic training for NVCJTA basic recruits and member agencies when requested. The incumbent is responsible for leading in the various components of the existing Basic program; assist agency-assigned instructors during daily training; coordinate all assigned curriculum, training materials, and information; assists in conducting program evaluations; conducts classroom and practical instruction; and performs related work as required.

EMPLOYMENT STANDARDS:

Five (5) or more years of Law Enforcement, Corrections, Emergency Communications, or similar experience.

Bachelor's degree in Criminal Justice, Public Administration, Education, Physical Training (i.e. exercise or health sciences), or closely related field; or an equivalent combination of education, training, and experience.

Must possess excellent communication skills and be highly detail-oriented and organized.

Must be proficient with Microsoft Office programs, including Outlook, SharePoint, Word, Excel, and PowerPoint.

PREFERRED QUALIFICATION:

3+ years of full-time experience in a training academy or similar setting.

Current basic cardiopulmonary resuscitation (CPR) certification, including Automated External Defibrillator (AED) training and First Aid.

DCJS certified general instructor with consideration given to those with specialty instructor certifications.

Be in excellent physical fitness condition, able to perform strenuous activity for a prolonged period.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Capable of demonstrating and performing all physical training modules with recruits and incumbent populations.

Mentor recruits and instructors to increase awareness of Law Enforcement and Corrections principles.

Present training modules to student classes in various dynamic forums to include classrooms, training facilities and outdoor/field settings as required.

Ability to communicate and teach to a diverse student group composed of varying ages, ethnicities, cultures, and language abilities.

Ability to plan, coordinate and utilize information effectively in a manner to improve activities and production, specifically related to law enforcement trainees.

Knowledge of instruction techniques, preferably in a law enforcement academy or a comparable agency.

Able to exercise enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Ability to plan, schedule, and coordinate training needs for Academy instructors related to the general Basic Training Program

Provide authorized first aid response to injured or ill students during training.

Ability to prepare and maintain inventory and control of equipment and supplies to include, but not limited to, that which is assigned to the Basic Training Program.

Willingness to perform other incidental and related duties as required and assigned.

LICENSURES/CERTIFICATION:

Must possess and maintain a valid Driver's License from state/district of residence.

Must possess and maintain, or obtain within 90 days of employment, or as training classes are scheduled, a Virginia Department of Criminal Justice Services General Instructor certification.

Must possess and maintain nationally recognized certification(s) related to human performance or Strength & Conditioning.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete a character background investigation, must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case basis); must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor, must be of good character and reputation.

SALARY AND BENEFITS

The starting salary range for the position is \$59,106 to \$98,509 based on qualifications. Position offers an extensive benefits package including comprehensive life and health insurance, vacation and sick leave accrual, and retirement plans.

The Academy operates on a four-day work week schedule, Tuesday through Friday, 6:00 AM through 4:30 PM

All Academy buildings and training facilities are smoke free.

TO APPLY

Resumes and cover letters may be submitted by mail or e-mail.

Email address: jobs@nvcja.org

Mailing address: Northern Virginia Criminal Justice Training Academy
45299 Research Place
Ashburn, VA. 20147-2600
Attn: Mr. Jeff Mees

REASONABLE ACCOMODATION

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicant.

AN EQUAL OPPORTUNITY EMPLOYER

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, or genetic information, veteran status, political affiliation, sexual orientation, or gender identity.

This position will remain open until filled.