

### **Manager 3 (Deputy Director of Academic Instruction), Grade M3 - Montgomery Village, Maryland**

MCPD is seeking a Manager III (Deputy Director of Academic Instruction). This position will serve as the Deputy Director of Academic Instruction for the Training and Education Division within the Montgomery County Police Department. This position will be reviewing existing training curricula and assisting with the development of new training and lesson plans. Providing guidance on methods and practices of teaching to Academy staff and adjunct instructors and coordinating curricula for recruit training; in-service training; leadership training; force training; cadet training; firearms classroom training and specialized classroom training.

#### **Duties include, but are not limited to:**

- Assist PSTA instructor with designing, developing, and delivery of training programs.
- Create courses of instruction, curricula and lesson plans for recruit training, in-service training, leadership training, force training, cadet training, firearms classroom training, and specialized classroom training.
- Ensure that assessments are standardized, reflect the application of what is learned, and provide data to inform instruction.
- Oversee systemic and routine assessments of instructional material to measure and plan continuous improvements.
- Ensure that the academy promotes innovative techniques that reflect best practices at a university level.
- Ensure that Academy methods and practices of teaching reflect educational best practices.
- Provide guidance on methods and practices of teaching to PSTA staff and adjunct instructors.
- Serve as a consultant to instructors in matters of classroom management, teaching methods, and general Academy procedures.
- Manage the department's partnership with Montgomery College.
- Instruct courses and give presentations on topics relevant to education and experience.
- Assist the Director as a liaison with internal and external groups and subject-matter-experts.
- Duties as assigned by the Director of the Training and Education Division.

#### **The Ideal Candidate Will Have:**

- An earned terminal degree such as a Doctor of Education (EdD) or PhD in Education in criminology, criminal justice, psychology, educational psychology, public administration or a related field from an accredited college or university.
- At least five years of full-time paid professional post-doctoral teaching experience.
- At least four years in a supervisory or administrative role in higher education.
- At least two years directing, teaching, evaluating courses, and developing curricula and academic programs.
- A demonstrated publication record.

**REQUIRED CERTIFICATIONS – must be obtained within first 12 months of employment; must be maintained during employment.** If candidate has not already obtained the referenced training and certification at hire, the selected candidate will be required to obtain the referenced training and certification within the first 12 months of employment. The incumbent of the position must maintain this certification. Please indicate in your job application and resume the certification that you have:

- Posses and maintain a certification from the Maryland Police and Correctional Training Commission

Preferred additional certifications:

- Certified Professional in Training Management (CPTM) and/or
- Certified Professional in Learning and Performance (CPLP) and/or
- Project Management Professional (PMP)

**Experience:** Five (5) years of progressively responsible experience directing, teaching, evaluating courses and developing curricula and academic programs. Supervisory experience is required.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**There are NO Preferred Criteria Assessments.** All applicants will be reviewed by the Office of Human Resources (OHR) for minimum qualifications. Those applicants who meet minimum qualifications will be rated "Qualified", placed on the eligible list, and may be considered for an interview.

Preference for interviews will be given to applicants who have the items specified in the Ideal Candidate section of advertisement along with experience in the following:

- Experience following chain of custody laws, procedures, and guidelines.
- Experience writing and reviewing classroom courses and curricula.
- Experience developing performance-based lesson plans, training modules and testing mechanisms.
- Experience working in a collaborative environment with multiple public and/or private agencies.
- Experience in planning, scheduling and delivery of classroom instruction that address the field of public safety.
- Experience using computer applications, such as Microsoft Word, Excel, Access, SharePoint, and online instructional platforms.
- Experience developing training manuals and procedures.

**To Apply:**

<https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

**IRC57816**