

# **Criminal Justice Lead Instructor**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified, position domiciled at the Lacombe Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before June 4, 2021. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

Please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be official, it must be sent directly from the school to Human Resources. It may be sent via e-script or mail.) to:

**Attention: Hiring Manager  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1215  
Email: resumes@northshorecollege.edu**

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## **JOB SUMMARY:**

Responsible for providing instructional services in the area of criminal justice. Leads, oversees, and participates in the work of staff responsible for providing instructional services in the area of criminal justice. Performs a variety of administrative tasks relative to the classroom and on-line coordination of criminal justice courses. Develop curriculum guides, course syllabi and outlines and other instructional materials for the classroom and on-line courses. All learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of criminal justice courses.

## **QUALIFICATIONS:**

**Minimum Requirements:** Master's degree in Criminal Justice from a nationally or regionally accredited college or university with four years or the equivalent of work experience in the field.

## **RESPONSIBILITIES:**

- **Supervisory Duties**
  - Exercise functional and technical supervision over appropriate instructional staff at respective campus
  - Lead, plan, provide training to, and review the work of staff responsible for providing classroom instruction and on-line instruction relating to a specific academic program; prepare annual, written evaluations of assigned instructors
  - Train new instructors in classroom or on-line instruction methods and techniques
  - Interpret, explain, and enforce College policies and procedures
- **Instructional/Teaching Performance**
  - Utilize innovative, effective, and equitable teaching techniques

- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Meet deadlines related to this function.
- **Program Coordination/Instructional Development**
  - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials for face-to-face and on-line courses
  - Prepare course offering schedule based on Curriculum Guides
  - Participate in curriculum meetings
  - Meet all deadlines related to this function
- **Program/Instructional Management**
  - Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
  - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
  - Meet all deadlines related to this function
- **School or Classroom Management**
  - Practice appropriate safety precautions
  - Maintain student discipline
  - Meet all deadlines related to this function
  - Maintain accountability of all assigned books, equipment, and supplies
- **Student Guidance/Advising Activities**
  - Provide career counseling and academic advising
  - Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
  - Serve special populations
  - Make appropriate referrals to students with special needs
  - Maintain appropriate number of students in class and in program
  - Meet all deadlines related to this function
- **College and/or Community Services**
  - Participate in recruitment activities, i.e. career fairs, etc.
  - Maintain program accreditation/certification or program licensure requirements
- **Provide service to the College that may include some of the following activities:**
  - Sponsor student organizations
  - Serve on or chair committees
  - Conduct or coordinate teaching consultant activities
  - Facilitate workshops
  - Teaching consultant activities
  - Teach continuing education or customized industry courses
  - Provide routine equipment maintenance
  - Initiate and write new program proposals
  - Serve on College committees as required
- **Provide service to the community that may include:**
  - Participate in health fairs
  - Participate in charity or community activities
  - Meet all deadlines related to this function
- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**
  - Complete coursework or degrees
  - Membership in professional organizations
  - Serve on a Board or in an Office of professional association
  - Present a paper or facilitate a workshop at a professional conference
  - Participate in a Leadership Academy
  - Serve on an external institutional or program accreditation team
  - Participate in industry visits
  - Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
  - Meet all deadlines related to this function

- **Perform other related duties as assigned**

## **SPECIAL SKILLS AND ABILITIES:**

1. **Knowledge, Skills, and Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Knowledge of and ability to follow College policies and procedures. Knowledge of trends, developments, new technologies affecting the Computer Information Systems program. Knowledge of curriculum and program development. Knowledge of public relations/marketing practices and methods. Skill in instructing students from diverse cultures and/or backgrounds. Skill in using authentic assessment to evaluate students' needs and progress. Skill in integrating technology into curriculum and other educational services. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to team environment. Ability to analyze problems, identifies solutions, and takes appropriate actions to resolve problems using independent judgment and decision-making processes. Ability to teach effectively utilizing a variety of instructional methodologies including lecture, lab work, hands on instruction, and other instructional methods and update instructional methods and materials and apply research studies in classroom, and lab settings.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

## **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. The individual must be capable of standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, and pulling within the scope of assigned duties; and may be occasionally required to drive a motor vehicle locally and out of town.

## **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is primarily performed under general supervision in a typical classroom or laboratory setting with appropriate climate controls.

## **Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.