



## **LEECH LAKE TRIBAL COLLEGE**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Law Enforcement Program Coordinator

**DEPARTMENT:** Academics

**REPORTS TO:** Chair of Professional Studies and Dean of Academics

**STATUS:** Exempt

**LICENSE/CERTIFICATION REQUIREMENTS:** Valid MN Driver's License, current insurance or be insurable.

#### **SUMMARY:**

The Law Enforcement Program Coordinator is responsible for overseeing the Law Enforcement Program. Leech Lake Tribal College provides courses required for an individual to receive a two-year A.A.S. in Law Enforcement. The Law Enforcement Program Coordinator will also assist students services to recruit potential traditional, and non-traditional students. Supplemented by SKILLS training (available from Hibbing Community College), the student is subsequently eligible to apply to P.O.S.T. Board Certification in Minnesota.

#### **EDUCATION:**

A Master's in disciplined area is required and/or having a minimum of B.S./B.A., or five years' experience and working toward Masters' Degree. Must meet the requirements set forth by the Minnesota POST Board to be a Law Enforcement Program Coordinator 6700.0300 Professional Peace Officer Education Subpart 7.

#### **ADDITIONAL QUALIFICATIONS AND SKILLS:**

Experience as a Law Enforcement Officer, Special Agent, or other Commissioned Law Enforcement officer with powers of arrest.

Experience teaching at the college or university level and be able to teach courses at all appropriate levels.

Ability to implement contemporary pedagogical philosophies, methods, and techniques, including multi-media, to develop and deliver instruction in classroom and lab settings.

Able to develop instructional activities, course syllabi, course outlines, and other necessary teaching material.

Ability to effectively use appropriate technology and equipment.

Knowledge of online learning; experience teaching with online learning tools.

Knowledge of grant reporting

Ability to work collegially with all individuals in the tribal college setting.

Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.

Ideal candidates will be of high energy, dedicated to students, motivated by strong commitment to the mission of Leech Lake Tribal College.

Experience working with the Ojibwe community.

Excellent verbal and written communications skills.

Excellent interpersonal skills and a self-starter.  
Excellent organizational, planning, and prioritizing skills.  
Ability to maintain confidentiality of records and information – to comport with all state, and federal laws, and rules.  
Ability to interpret; adapt; and apply guidelines and procedures.  
Ability to develop and maintain recordkeeping systems and procedures.  
Ability to work effectively as a team member of LLTC.  
Ability to pass pre-employment drug test and criminal background checks.  
Must be in good standing with the community.  
Native American Preference.

### **DUTIES/RESPONSIBILITIES:**

Teach the contracted 9-12 credits the first semester and 9-12 credits the second semester.  
Required to submit course syllabi and office hours with the Dean of Academics by required dates, final semester grades by the required semester-end dates, student attendance reports in the required format at the required time, and any other information required by the class standards.  
Assist faculty in developing or enhancing course materials.  
Market and promote the program and recruit students.  
Register students and conduct student background checks, assist students with credit transfers and course scheduling.  
Facilitate POST course sign-up for students.  
Post job openings for students.  
Mentor students.  
Coordinate and facilitate meetings and membership in the Law Enforcement Advisory Board.  
Develop and maintain department quality guidelines.  
Maintain professional association memberships.  
Develop continuing education opportunities.  
Develop and maintain community outreach relationships and partnership opportunities including with other law enforcement agencies.  
Keep current with changing laws.  
Attend conventions including State Police Chief and State Sheriff.  
Facilitate budget development and manage budget.  
Participate in fundraising and/or grant writing opportunities.  
Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.  
Serves on various college committees and participates in professional organizations as appropriate to assignment.  
Performs other related duties as required or assigned.

### **PHYSICAL REQUIREMENTS:**

Ability to lift 30 pounds or more and use proper body mechanics  
Be able to sit or stand for long periods of time  
Subject to internal working conditions.  
Non-smoking environment.

***I understand the job description for the Law Enforcement Program Coordinator position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. \*Job Description created/revised: 04-26-19.***

Employee Signature: \_\_\_\_\_ Date\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date\_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date\_\_\_\_\_

President Signature: \_\_\_\_\_ Date\_\_\_\_\_