

**NH Association of Counties
Corrections Academy Coordinator**

JOB DESCRIPTION

TITLE: NHAC Corrections Academy Coordinator

STATUS: Per Diem

PAY RATE: \$220.00 per day at \$5,500.00 total for each Academy.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the NH Association of Counties Executive Director and the general supervision of the NH Association of Counties Certification Board within established NHAC By-laws and Code of Administrative Rules and Certification Standards; the Corrections Academy Coordinator performs the following functions:

PRIMARY FUNCTIONS:

1. Serves as the NHAC Academy liaison to the NHAC governing body and the NHAC Certification Board.
2. Maintains the NHAC Academy curriculum and lesson plans, organizes course schedules, and ensures content is consistent with the NHAC Code of Administrative Rules and Certification Standards. Schedules and arranges appropriate facilities for specialized instruction.
3. Coordinates each Academy by developing the academy schedule, scheduling the instructors, coordinating meals, coordinating the physical fitness portion, sending paperwork to each county, gathering academy uniforms, and creating academy binders for each cadet.
4. Serves in the capacity of an instructor in the absence of an assigned instructor utilizing appropriate lesson plans.
5. Lays out the Academy Rules and Expectations of all cadets on the first day of the Academy. Continues to enforce all Academy rules and expectations throughout the Academy and report any violations to the NHAC Certification Board Chair.
6. Lays out Academy rules and expectations to each Academy instructor and reports any violations to the NHAC Certification Board Chair.
7. Acts as a mentor, source of information, authoritarian, and role model for each Academy cadet. During the course of the NHAC Academy, the Coordinator needs to help cadets with their educational needs and their physical fitness needs.
8. Coordinates with the instructors to create the midterm and final examinations from a pool of questions developed from the quizzes given after each block of instruction utilizing approved lesson plans.

9. Ensure that a record for each course of instruction is maintained. Including, at a minimum, the following: a. lesson plans; b. name of instructor; c. course evaluations; d. course beginning and ending dates; e. test and test results; f. a record of certificates awarded (if any); g. attendance records (daily class attendance records shall be certified by the instructor). Storage of records will be in accordance with NHAC rules.
10. Develops and maintains Academy folders for each cadet, including all signed paperwork, quizzes, student reports, a grade report, and physical fitness report.
11. Provides a weekly briefing report to the NHAC Certification Board Chair on the day to day accomplishments/issues of the academy.
12. Attends the NHAC Certification Board meeting on the day of graduation at the end of each academy to present a report on the overall success of the cadets, challenges, and any areas of concern.
13. Coordinates, implements, and maintains the survey process for each instructor and the classes they teach.
14. It is recommended that the coordinator attend Trainers Group meetings to keep abreast of concerns and suggestions for the academy.

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the primary functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities with or without the aid of mechanical devices, to safely perform the primary job function.

WORK SCHEDULE: Between 600 and no more than 880 hours annually with schedule normally being Monday through Friday (excluding approved holidays) 7:30 am to 4:00 pm (Flexible). Hours are spread across 3-4 six week academies.

QUALIFICATIONS

EDUCATION/EXPERIENCE: Prefer but not required possession of a Bachelor's degree from an accredited college or university with major course work in criminal justice, social science, education, or related field. Ten years in the corrections profession or criminal justice field, or any equivalent combination of education and experience that demonstrates experience in teaching or training adults to include but not limited to conducting classes to 20 or more students; creating lesson plans and curriculums; coordinating schedules and instructors, and maintaining appropriate record keeping of all such training.

TO APPLY: Please send a cover letter and resume to info@nhcounties.org