



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Criminal Justice (Law Enforcement)
Payroll/Personnel Type:	10 Month
Job #:	8781
Reports to:	Building Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Law Enforcement instructor is responsible for putting in place and teaching a curriculum that maximizes student learning potential. The teacher will facilitate learning through presentations and individual instruction. Teachers are also responsible for monitoring student progress. Teaching law enforcement includes discussing the function, organization and history of the agencies and laws that comprise the criminal justice system. Often, the study of criminal justice encompasses the subjects of law enforcement and criminal court and corrections systems.

Essential Functions:

- The Law Enforcement teacher will supervise, facilitate, and moderate classroom discussions and instructional activities
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations, or assign this work to others
- Prepare and deliver lectures and or assignments to students on topics such as criminal law, defensive policing, and investigation techniques
- Prepare course materials such as syllabi, homework assignments, and handouts
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
- Maintain student attendance, grades, and other required records
- Advise students on academic and vocational curricula, and on career issues
- Evaluates and recommends instructional aids, textbooks and equipment
- The instructor will be the primary instructor for students to become certified in Emergency Telecommunications, Traffic Incident Management and FEMA Incident Command System
- Assist in teaching FEMA ICS courses, CPR, CERT, First Aid and other programs
- Maintain liaison with local police departments, public safety departments and training programs
- Participate in demonstrations, extra-curricular activities, community awareness/education programs, parades, recruiting events and other activities to further the program and school
- Attend conferences, workshops, training programs, etc. to maintain currency/certifications
- Develops and adapts instructional materials and experiences to meet individual student needs, aptitudes, and interests
- Teaches and enforces safety policies and practices required by federal and state laws, the school district and the department
- Develops and implements a variety of teaching strategies
- Establishes and maintains an effective climate for learning
- Plans and conducts appropriate educational field experiences



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- Creates, attends, and participates in Advisory Committee meetings and activities
- Follows district's policies and procedures as adopted by the Board of Education
- Communicates regularly with parents/guardians
- Identifies senior student internship sites and supervises student placement
- As part of the program evaluation process, maintains a Program Improvement Plan
- Performs other duties and responsibilities as assigned
- Promotes student participation in Career and Technical Student Organizations (CTSOs)

Knowledge, Skills, and Abilities:

- Knowledge of principles and methods for curriculum and training design
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Knowledge of the criminal justice system on the local, state, and federal levels
- Knowledge of the criminal justice system, the criminal court, and corrections systems
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation in the field of criminal justice
- Knowledge of the theories of crime causation, prevention, and policing styles
- Knowledge of the juvenile justice system and the application of laws in the system
- Knowledge of investigation techniques
- Knowledge of the terminology associated with the criminal justice system
- Knowledge of the application of law

Skills

- Instructing - Teaching others how to do something
- Speaking - Talking to others to convey information effectively
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making
- Writing - Communicating effectively in writing as appropriate for the needs of the audience
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do



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Abilities:

- Oral Expression - The ability to communicate information and ideas in speaking so others will understand
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences
- Speech Clarity - The ability to speak clearly so others can understand you
- Written Comprehension - The ability to read and understand information and ideas presented in writing
- Written Expression - The ability to communicate information and ideas in writing so others will understand
- Interacting with Computers - Using computers to enter data, or process information
- Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, and collaborations

Experience:

- A minimum of 8 years work experience in a criminal justice related field is preferred
- A minimum of five years teaching experience at the high school or college level is preferred for this position

Education:

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)
- Agree to complete all requirements leading to the issuance of a Missouri Career and Technical Education Teaching Certificate (District will apply for the candidate)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.