

Job Title: Director of Correctional Officer In-Service Training  
Reports to: Director of Workforce Development  
Category: Full Time 10 Month Position with Benefits  
Salary Range: \$45,000 - \$50,000

Overall Job Responsibilities: Under the direction of the Director of Workforce Development, the Director of Correctional Officer In-Service Training coordinates and conducts yearly in-service training for TDCJ staff members who are assigned to the Daniel Unit, Smith Unit, Wallace Unit, W-3 work camp and the logistical warehouse.

Principle Duties and Responsibilities:

- Coordinate the 40 hours curriculum designed by the correctional training and staff development department of TDCJ Huntsville.
- Supervise full and part-time instructors in the department.
- Procure the necessary and qualified instructors for correctional officer training and provide necessary proof of certification to these agencies and the Director of Workforce Development.
- Oversee department budget and approve requisitions prior to submission to the Director of Workforce Development for approval.
- Oversee class size and adequacy of the lecture and laboratory facilities.
- Submit for approval to TDCJ-ID the in-service class calendar.
- Insure that only TDCJ-ID curriculum is used in the classroom instruction.
- Maintain current TDCJ-ID approved curriculum for in-service classes.
- Coordinate and exercise firearms training, defensive tactics, and chemical agents training.
- Supervise reports, rosters, and other related records as required by TDCJ-ID.
- Attend TDCJ-ID training sessions for in-service programs.
- Required to be collegial, respectful and professional with faculty, staff and students at all times.
- Workplace attendance is essential for job function.
- Ability to work full time is essential.
- Perform other Duties as assigned.

Required Qualifications:

- An Associate's degree and or appropriate certification(s).
- Ability to create and maintain professional relationships.
- TDCJ prison clearance or the ability to attain same.

Preferred Qualifications:

- Knowledge of government reporting requirements and submission.
- Previous correctional officer training experience.
- Familiarity with TDCJ rules and regulations.

To apply, please submit via e-mail only:

1. A current resume
2. A cover letter, not to exceed 2 pages, that includes a description of how the applicant meets the “Qualifications” and the “Desired Leadership Qualities and Characteristics” as detailed in the job announcement. The applicant may also include other professional experiences that are applicable.

Please submit resume and cover letter to [hr@wtc.edu](mailto:hr@wtc.edu).

Application due: May 24, 2019