

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Curriculum Design Specialist

SERIES NUMBER

6365AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

7/5/2020

SERIES PURPOSE

The purpose of the Curriculum Design Specialist is to coordinate, organize, develop, design, review, & revise basic training academy curriculums in order to meet the needs of the Law Enforcement community.

JOB TITLE

Curriculum Design Specialist

JOB CODE

63651AG

PAY GRADE

32

EFFECTIVE

7/5/2020

CLASS CONCEPT

The full performance level works under direction & requires extensive knowledge of Ohio Peace Officer Training Council (OPOTC) standards, Ohio Peace Officer Training Academy (OPOTA) rules & procedures & training & development techniques in order to conduct & analyze training needs assessments & programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Curriculum Design Specialist	63651AG	46	7/5/2020	32

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides expertise in program training needs assessments & training program design:

- Conducts & analyzes program training needs assessments.
- Designs training programs, curriculums, course & course materials.
- Develops subject matter expert groups to provide recommendations for programming needs (e.g., student performance objectives, unit/topic additions, deletions & merging of lesson plans, name changes, minimum hours of lesson plan instruction, minimum instructor/student ratios, skills & mandatory attendance topics, instructor qualifications & instructor updates).

Assist Director in evaluating effectiveness of programs:

- Works with Director to create & implement research studies to determine effectiveness of curriculum & given methods of instruction to measure & improve student performance.
- Recommends improvements in basic training programs.
- Coordinates activities with Director on both course content development methodology & scheduling coursework in basic training programs.
- Performs other duties as assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of: criminal justice; Ohio Peace Officers Training Council (i.e., OPOTC) standards*, rules & procedures*; state & federal laws applicable to area of responsibility*; training & development techniques, public relations; public speaking or effective communication techniques. Skill in: operation of audio-visual equipment, equipment in area of responsibility (e.g., firearms/weapons; photography). Ability to: define problems, collect data, establish facts & draw valid conclusions; interact with individuals at various educational levels; track proposed legislation & enacted legislation relative to curriculum effect*.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Bachelor's degree in criminal justice or adult education or comparable field in area of responsibility; 3 years' experience in law enforcement or 3 years' experience as a former law enforcement training officer, certification officer or compliance officer at OPOTC/OPOTA; an advanced degree (M.A., M.S., PHD., etc.) in an area of discipline relevant to the commission's training objectives may be substituted for the 3 years' experience in law enforcement; valid Ohio driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

N/A

UNUSUAL WORKING CONDITIONS

N/A