

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Advanced Training Instructor	<u>SERIES NUMBER</u> 6363AG
	<u>MAJOR AGENCIES</u> Attorney General Only	<u>EFFECTIVE</u> 6/7/2020

SERIES PURPOSE
The purpose of the Advanced Training Instructor occupation is to develop, organize, coordinate, implement, & instruct advanced law enforcement training courses & programs in order to provide advanced law enforcement training.

<u>JOB TITLE</u> Advanced Training Instructor	<u>JOB CODE</u> 63631AG	<u>PAY GRADE</u> 32	<u>EFFECTIVE</u> 6/7/2020
---	-----------------------------------	-------------------------------	-------------------------------------

CLASS CONCEPT
The full performance level works under general supervision & requires considerable knowledge of Ohio Peace Officers Training Academy/Commission (OPOTA/C) standards, rules & procedures, state & federal laws applicable to field(s) of responsibility & training & development in order to coordinate, implement & instruct advanced law enforcement training courses & programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Advanced Training Instructor	63631AG	46	6/7/2020	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.)

Develops, organizes, coordinates, implements, & instructs advanced law enforcement training courses & programs, both in person & online, in field(s) of responsibility.

- Maintains & demonstrates subject matter expertise in field(s) of responsibility.
- Manages in person & virtual classroom environments, leads learning activities, develops & conducts student assessments, evaluates student performance for certification, records & maintain assessment results & records, & ensures all training courses are conducted in compliance with applicable codes, in field(s) of responsibility; demonstrates & maintains proficiency the in use of, audio/visual equipment, & online training platforms used by the Ohio Peace Officer Training Academy (OPOTA).
- Coordinates law enforcement training programs (e.g., develops & prepares audio visual needs, schedules & arranges use of training facilities, coordinates training needs with outside agencies, evaluates long term training needs, researches learning theory, & may work with the Advance Training Coordinator(s) to locate, contact & negotiate salaries for guest instructors); maintains training files, records of professional development, and training activities.
- Identifies external subject matter experts in field(s) of responsibility who can provided advanced training on select topics approved by the Executive Director or his designee & works with them to provide advanced training opportunities for law enforcement personnel in field(s) of responsibility.
- Evaluates needs & makes recommendations as to equipment, resources, supplies & equipment needed to conduct advanced trainings in field(s) of responsibility.
- Recommends inclusion of additional classes, programs, and certifications in field(s) of responsibility.

Acts as agency representative:

- Provides advice regarding equipment, training needs, or civil litigation in field(s) of responsibility.
- Serves on various committees as OPOTA/C representative as assigned by the Executive Director.
- Acts as representative of OPOTA/C at conventions, trainings, & seminars when attending in official capacity.
- Conducts tours of training academy.
- Orders supplies & equipment relating to trainings in field(s) of responsibility (e.g., ammunition; targets; target backing; weapon cleaning products; earphones; safety glasses)
- Answers questions & responds to correspondences regarding trainings & programs in field(s) of responsibility.
- Serves as a guest instructor or lecturer for other agencies, or other sections of the OAG.

MAJOR WORKER CHARACTERISTICS

Knowledge of: Ohio Peace Officers Training Academy/Commission standards, rules & procedures*; state & federal laws applicable to field(s) of responsibility; training & development techniques applicable to field(s) of responsibility; ability to work collaboratively with internal subject matter experts & guest instructors; public speaking & public relations; effective communication techniques both in person & online. Skill in: use of personal computer; Microsoft Office software; operation of audio-visual equipment, equipment in area of responsibility (e.g., firearms/weapons; photography; motor vehicles). Ability to: define problems, collect data, establish facts & draw conclusions; interact with individuals of various educational levels; demonstrate physical fitness as required.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Bachelor's degree in criminal justice, adult education, or comparable field; 5 years of fulltime experience in law enforcement; valid Ohio driver's license; & the ability to lawfully possess/use a firearm.

Certification in instructional skills that includes experience developing/conducting trainings within the field(s) of responsibility.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

As approved by supervisor, must complete at least 20 hours of advanced training per year in field(s) of responsibility.

Additionally, as required by the Executive Director &/or their designee, must successfully demonstrate proficiency to perform the essential functions of using firearms & weapons, driving vehicles for a law enforcement classes &/or a level of physical fitness to perform &/or participate in physically active courses.

UNUSUAL WORKING CONDITIONS

May be exposed to firearms, explosives, chemical agents, lead contamination, loud noises, heights & canine bites, smoke, adverse weather, or other adverse environmental conditions; may require strenuous physical activity & overnight travel.