



Colonel Kedrick Wills
Director

Idaho State Police

Service Since 1939



C.L. "Butch" Otter
Governor

POST Curriculum and Certification Manager

You must pass an extensive background investigation in order to be hired. You must also be in compliance with the **ISP DRUG POLICY** listed at the end of this announcement.

Salary \$26.70 - \$29.55/hour plus benefits

Responsibilities:

- Monitor and assure all academy training programs meet IDAPA and industry standards
- Oversee interns, volunteers, and staff working with POST curriculum materials
- Provide assistance and coordinate curriculum and instruction issues with the POST academy training manager, training coordinators, instructors, and others as directed
- Coordinate with training coordinators and instructors to identify objectives, and develop and review lesson plans for training curriculum
- Write objectives and develop student manuals for lesson plan projects
- Coordinate the development of new courses and academies at POST
- Prepare curriculum updates for POST Council meeting
- Develop, recommend, and coordinate curriculum updates with POST staff and POST Council curriculum subcommittee
- Analyze and evaluate curriculum in regard to IDAPA regulations and Job Task Analysis (JTA) findings
- Develop Key Performance Indicators (KPI) to JTA core duties for use in design of scenario-based instruction
- Conduct pre- and post-instruction surveys for use in improving curriculum for future academies
- Communicate and meet with academy advisory groups on curriculum development, lesson plans, and related materials
- Research and evaluate other state's POST training projects, programs, and experiences
- Collect data regarding various curricula items and evaluation procedures, and costs associated with implementing new evaluation procedures
- Develop, implement, and evaluate the use of distance learning media, and coordinate processes for distance learning media updates
- Develop strategies for future training needs
- Prepare reports for POST management and training staff

Minimum Qualifications:

- Bachelor degree in education, criminal justice, distance learning, or other related area
- Curriculum development, planning, application, assessment, and evaluation
- Theories, methods, practices, and equipment used in training and/or education programs
- Job task analysis and/or statistical analysis
- Distance learning concepts
- Performing needs assessments and developing training objectives
- Designing and developing coursework and implementing lesson plans and educational programs
- Collecting and analyzing data essential for compliance and for assessing educational effectiveness
- Evaluating and presenting training to adult groups in structured learning situations

Preference may be given to candidates who have conducted law enforcement training.

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EQUAL OPPORTUNITY EMPLOYER