



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Director of the Basic Law Enforcement Academy

Job Code: 10058

Campus Location: Augusta Site

Salary: \$62,954.76 - \$75,279.25; Commensurate with education and work experience

JOB SUMMARY

The **Director of the Basic Law Enforcement Academy** is responsible for providing strategic leadership, academic oversight, and operational management of the Law Enforcement Academy. This position ensures the delivery of high-quality training programs that meet Georgia P.O.S.T. Basic Mandate standards and prepare students for successful law enforcement careers.

MINIMUM QUALIFICATIONS

- A master's degree in criminal justice or related field and
- Five (5) years of full-time sworn law enforcement experience.
- Documented supervisory experience.
- Georgia P.O.S.T. Instructor Certification or Georgia P.O.S.T. Equivalency Approval
- Georgia P.O.S.T. Instructor: Firearms, Defensive Tactics, and EVOC (or within 12 months of hire).
- Georgia P.O.S.T. Approval (Background Check required).
- Valid driver's license and insurability required.

PREFERRED QUALIFICATIONS

- Experience as a Director of a Law Enforcement Academy.
- Additional P.O.S.T. Instructor Certifications.
- Teaching experience at the postsecondary level.

COMPETENCIES

- Demonstrated ability to maintain and update lesson plans and course materials that reflect current curriculum standards.
- Strong knowledge of contemporary trends, practices, and issues within law enforcement and public safety.
- Excellent interpersonal, written, and verbal communication skills.
- Proven leadership and supervisory abilities.
- Strong organizational and time management skills, with attention to detail.
- Ability to build and maintain effective relationships with students, faculty, staff, and external partners.
- Commitment to continuous improvement and professional development.

MAJOR DUTIES

- Provide academic leadership for the academy, ensuring they meet the needs of the community and law enforcement agencies.
- Coordinate development, implementation, and evaluation of the academy
- Monitor alignment of the curriculum with the Technical College System of Georgia (T.C.S.G.) state standards and with Georgia P.O.S.T. standards.
- Provide theory and practical instruction to a level sufficient for students to develop the skills necessary to complete the Basic Law Enforcement Technical Certificate of Credit.
- Collaborate with admissions staff to ensure the admission of qualified students.
- Monitor student enrollment, retention, and placement data.
- Develop and manage the academy's annual budget, operational guidelines, and annual planning.
- Recruit, supervise, and evaluate instructors and instructional facilitators of the academy.
- Coordinates and acts as facilitator for the quarterly academy advisory committee meetings as required by T.C.S.G. and Georgia P.O.S.T., and maintains the agenda and minutes.
- Build and maintain relationships with local law enforcement agencies, university administration, and other community partners.
- Direct departmental operations (e.g., preparation of class schedules, ordering of equipment and supplies, inventory of instructional property, equipment, and materials).
- Oversee the development of training materials, examinations, and class schedules to ensure students receive a quality educational experience that meets accredited standards.
- Review instructors' course guidebooks to ensure compliance with the College, T.C.S.G., and accreditation guidelines.
- Maintain necessary program documentation.
- Participate in recruitment activities for the college and the academy.
- Maintain open communication with program faculty, the Dean of Public and Professional Services, and Vice Presidents of the College concerning program effectiveness.
- Communicate faculty, staff, and students' concerns to the Dean of Public and Professional Services.
- Plan, develop, implement, and evaluate the academy's non-credit programs and service standards by attending state meetings and working with consortium members.
- Perform any other related duties as required.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter (easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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