

**POSITION INFORMATION**

|                                 |  |
|---------------------------------|--|
| Position Title                  | Law Enforcement Instructor (PNCCTC)                |
| Number of Positions             | 1  |
| Position Location               | Philadelphia/Neshoba County Career-Tech Center     |
| FLSA Type                       | Exempt   |
| Number of Months                | 9  |
| Position Classification         | Faculty  |
| Salary Range                    | Salary based on relevant experience and education. |
| Anticipated Date of Appointment | Thursday, August 1, 2024                           |

**FOR ADDITIONAL INFORMATION**

|               |   |
|---------------|---|
| Contact       | Lacie Flake   |
| Contact Title | Director, PNCCTC  |
| Address       | East Central Community College, P.O. Box 129, Decatur, MS 39327 |
| Phone         | (601)656-8544   |
| Email         | lflake@eccc.edu   |

**POSITION SUMMARY INFORMATION**

**Required Qualifications**

1. Must have earned a two-year college degree (associate degree) or higher from an accredited institution of higher education within the Law Enforcement field.
2. Must validate technology competency by attaining the established minimum score or higher on an assessment approved by the Mississippi Department of Education (MDE).
3. Must have at least three years of verifiable occupational experience in the past ten years.
4. Must possess and maintain a Community Emergency Response Teams (CERT) Trainer Certification.
5. Must possess and maintain National Incident Management System certifications:
  - . 100 – Introduction to Incident Command System
  - . 200 – ICS for Single Resources and Initial Action Incidents
  - . 700 – National Incident Management System, An Introduction
  - . 800 – National Response Framework, An Introduction
6. Must enroll immediately in Vocational Instructor Preparation (VIP) program.
7. Must successfully complete a Certification for online learning workshop, module, or course that is approved by the Mississippi Department of Education.
8. Must successfully complete the Law and Public Safety Certification workshop, module, or course that is approved by the Mississippi Department of Education.

**Preferred Qualifications**

Valid teaching license in the Law Enforcement pathway (912 endorsement)

**General Statement of the Function**

All teaching faculty are to teach classes as assigned, follow the established policies and procedures of the college, and support, encourage, and participate in appropriate organizations and activities.

**Duties and Responsibilities**

1. Conduct themselves and their family affairs so as to always bring credit to the College and to the community;
2. Serve as advisor for students assigned to them as a part of the guidance program;
3. Provide faculty representation on college committees as described in the Policies and Procedures Manual as assigned;
4. Participate in college or state level academic/instructional committees as assigned;
5. Participate in professional organizations and other activities that upgrade and contribute to professional growth;
6. Support and encourage the College-sponsored extracurricular activities;
7. Support and participate in the community affairs that contribute to the total well-being of the College, the community, and the individual teacher;
8. Counsel any student who seeks or needs assistance;
9. Assist in maintaining standards of conduct and discipline for the student as set forth by the institution;
10. Follow established policies and procedures of the institution to enhance instruction, facilitate administration, and to bring about student well-being;
11. Teach effectively all students so that each student may have an opportunity to achieve the objectives of each course and goals of the College at large and to become a more complete, useful and productive citizen;
12. Keep accurate records of student progress and student class attendance and prepare appropriate reports as needed;
13. Assist in planning, organizing, implementing, evaluating, and reviewing the programs of the College to ensure continuous improvement;

# POSITION ANNOUNCEMENT

POA#: 1191

14. Submit budget requests during the budget revision process;
15. Submit purchase orders for materials, supplies, and equipment as needed;
16. Maintain appropriate office hours as required by College policy;
17. Attend all scheduled faculty meetings and division/ departmental meetings;
18. Assist with student orientation and registration on the scheduled dates during the summer months;
19. Assist in the recruiting and placement of students;
20. Be responsible for initiating and organizing craft committee meetings;
21. Be responsible for program equipment maintenance and equipment transfer and disposal; and
22. Perform other duties as assigned by appropriate administrative personnel.

## APPLICATION DETAILS

|                                  |  |
|----------------------------------|--|
| Application Deadline             | Monday, April 29, 2024                           |
| Internal Applications            | Tuesday, April 16, 2024 - Monday, April 29, 2024 |
| External Applications            | Tuesday, April 16, 2024 - Monday, April 29, 2024 |
| Interviews Completed By          | Wednesday, May 8, 2024                           |
| Successful Candidate Notified By | Friday, May 10, 2024                             |

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACCC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEOSTATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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