

Director, Criminal Justice Academies Instruction
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262822>

Downloaded On: Sep. 22, 2025 5:02pm

Posted Sep. 22, 2025, set to expire Oct. 17, 2025

Job Title Director, Criminal Justice Academies Instruction
Department Human Services & Technology
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Sep. 22, 2025

Application Deadline 10/17/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Vocational/Technical
Social Sciences - Other
Administration - Academic Unit

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Job Description

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Director, Criminal Justice Academies Instruction
Rancho Santiago Community College District

Salary Range: Grade H: \$119,849.49 - \$160,617.63

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Full Time

Job Number: AC25-01265

Location: Tustin, CA

Division: SAC Human Services & Technology

Closing: 10/17/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning

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environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

General Responsibilities

Responsible to the Associate Dean of Criminal Justice Academies for all aspects of criminal justice academies instruction; assists with other criminal justice education programs; also performs other duties and special projects as assigned.

Specific Responsibilities

Criminal Justice Academic Instruction

Works with the Orange County Sheriff's Department and other law enforcement agencies to ensure the efficient and effective operation and management of instruction including, scheduling of all courses in appropriate facilities, staffing, admissions, and compliance with and reporting of certification requirements; assists in the Basic Academy selection process of non-affiliated academy students; counsels individuals interested in law enforcement careers; ensures the effectiveness of all course offerings, activities, and services and their responsiveness to the needs of culturally diverse communities; recommends and implements policies and regulations; ensures compliance with applicable laws and regulations; maintains related records and submits related reports.

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Supervises and coordinates Santa Ana College's Criminal Justice Academies presentations with law enforcement training partners; assists with the design, delivery, staffing, funding and evaluation of instruction to public and private entities pursuant to contracts. Performs as the Director of the Basic and Modular Academies, coordinates Advanced Officer Training programs, and supervises all academy faculty and classified staff. Coordinates, schedules and conducts In-Service Agreement site visitations as assigned. Assists the Associate Dean with site facility management assuring that all its systems are functioning properly. Performs other duties and special projects as assigned by the Associate Dean of Criminal Justice Academies.

Personnel

Under the direction of the Associate Dean, the Director of Criminal Justice Academies is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements. Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff. Monitors part-time faculty LHE and assures compliance within contractual limits.

Students

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

Essential Functions

Supervises all aspects of the operation of Criminal Justice Academies instruction, including all functions of assigned staff.

Assists in the preparation and management of budget for designated programs; identifies law enforcement training needs, and ensures compliance with California laws and Commission of Peace Officer Standards and Training (POST) certification requirements.

Maintains POST certification to serve as an academy instructor fulfills academy teaching assignments as needed.

Assists in the development of departmental curriculum and conducts program review.

QUALIFICATIONS

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Minimum Qualifications:

Possession of a bachelor's degree; and, at least four years of full-time experience in law enforcement, corrections, probation or parole at a command level (Lieutenant, Captain, Commander, Chief, or equivalent). Must meet certification requirements to instruct in the Regular Basic Course as defined in POST Regulation 1009 within 6 months of employment.

Desirable Qualifications:

Possession of a master's degree.

Required Skills:

Ability to assess public safety training and educational needs and opportunities; supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (Unofficial copies of undergraduate, graduate, and post-graduate transcripts).

Foreign Degrees

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Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

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Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

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EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status, or political or organizational affiliation.

RSCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5084368/director-criminal-justice-academies-instruction>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Human Services & Technology
Rancho Santiago Community College District



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