



## Georgia Peace Officer Standards and Training Council Job Vacancy Announcement

Title: Curriculum Specialist - Resiliency Program  
Division: Operations Division  
Starting Salary: \$55.00/hour  
Position: Part-time (24-29 hours/week)

The Georgia Peace Officer Standards & Training Council has received a grant to administer The Georgia Law Enforcement Resiliency Program. This training is specifically designed to provide the student with skills and tools to withstand the pressures of the job as they occur day to day, to recover from the fallout caused by those stressors, and above all the ability to learn, grow and triumph over those events and situations. We currently are seeking a goal-driven individual to be our Resiliency Program Administrator.

### Job Description

Under limited supervision, the Curriculum Specialist will report to the Georgia P.O.S.T. Council Curriculum Development Specialist, with additional reporting responsibility to the Director of Operations and the Executive Director, GA P.O.S.T Council. The ideal candidate will oversee the Georgia Law Enforcement Resiliency Program course management, implementation, reporting and scheduling for all law enforcement agencies in Georgia. The primary role and responsibilities of the Curriculum Specialist includes but is not limited to the following tasks:

- To establish and modify the Resiliency Training curriculum, including the methods of instruction, composing and updating the basic and Master Instructor training courses and to set the minimum number of hours therefore;
- To establish and recommend curricula for such advanced, in-service, and specialized training courses as the Council shall deem advisable and to recognize the completion of such courses by the issuance of certificates;
- To provide technical assistance as requested the Georgia Resiliency Program for and by law enforcement units;
- To research, plan, and establish policy relative to Resiliency coursework for peace officer training and to develop and coordinate the delivery of peace officer training programs through such agencies and institutions as the Council may deem appropriate;
- To develop, adopt, and issue advanced or professional peace officer certificates based upon the attainment of specified education, advanced or specialized training, and experience as the Council may determine;

- To provide and administer the certification of persons qualified to operate radar speed detection devices and to withdraw or suspend such certificates as provided for in this chapter.

## **CURRICULUM DEVELOPMENT – SKILLS**

- Uses strong interpersonal, written, and visual communication skills to bring together text, images, video and audio to communicate and educate peace officers.
- Analyze instructional needs, define course requirements, manage projects through the entire development process, and ensure instructional integrity.
- Apply instructional design techniques to design interactive courseware and supporting materials to ensure an effective learning experience for a variety of audiences.
- Synthesize and write course content based on input from subject matter experts (SMEs), written material, previous training courses, interviews, etc.
- Write course design documents including course outline, curriculum, learning objectives, core content, scenarios, media scripts, practice activities, and summary assessments.
- Design and develop learning resources in a variety of formats including print, graphics, audio, and video technologies to support project requirements.
- Design web-based training using authoring software that engages participants through interactive exercises, videos, and animations.
- Use creative writing to generate video scripts, scenarios, case studies and other products that enhance the learning process.
- Use PowerPoint to draft screen layouts, graphics and interactions appropriate to the Content.
- Write audio scripts, as needed, for online courses and work with subject matter expert and voice talent to ensure proper pronunciation and style.
- Design quizzes and meaningful course interactions to increase learning and retention.
- Conduct course evaluations, analyze feedback with the owner and SMEs, and adjust the training as needed.
- Manage projects efficiently so that tasks are completed on time, problems are resolved quickly, and team members are clear on project requirements and schedules
- Follow-up with participants to ensure training courses have been beneficial and sufficient for professional growth.
- Interview subject matter experts and/or conduct other research to develop instructional content.
- Present and make recommendations regarding course design, technology, and instruction delivery options.
- Develop instruction and learning roadmaps for online and blended learning programs.
- Develop measurement tools to evaluate the effectiveness of training programs.
- Provide technical advice on the use of current instructional technologies, including e-learning, desktop videoconferencing, multimedia, and distance learning technologies.
- Recommend instructional methods, such as individual or group instruction, self-study, Lectures, demonstrations, simulation exercises, and role-playing, appropriate for content and learner characteristics.
- Assess effectiveness and efficiency of instruction according to ease of instructional technology use, knowledge transfer, and satisfaction.
- The ideal candidate will:

- Conduct needs and job task analysis for basic training programs
- Create detailed content outlines reflecting learning objectives and content
- Conduct a detailed review of the provided source materials
- Develop storyboards for interactive assets and work with developers
- Develop test questions for basic training programs
- Conduct statistical analysis of test items to ensure items are reliable and valid
- Maintain test items in item banking software
- The ideal candidate will possess the following skills/traits:
- Selecting and using instructional methods and procedures appropriate for the situation.
- Communicating effectively in writing for the needs of the audience
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Turning complex concepts into a relevant and audience-specific learning solution
- Excellent communication, listening and comprehension skills a must

#### **MINIMUM REQUIREMENTS:**

- 10+ years work experience in Instructional Design and delivery, Education, Communication, Organizational.
- Design, Instructional Technology or equivalent curriculum that focuses on adult learning or training.
- Graduate degree preferred.
- Minimum of 5 years of experience in design and development of learning solutions, including e-learning (web-based training).
- Minimum of 1 year of experience with distance learning tools, virtual classroom platforms, and learning management systems.
- Demonstrated experience creating project documentation including Design Plans, Design Templates, Standards, Technical Specifications
- Demonstrated experience designing and developing complex learning solutions.
- Demonstrated experience in the design and development of curricula.
- Strong consulting capability with strong interpersonal, presentation and meeting facilitation skills.

To be considered for this position, email a current professional resume to:

Cara Fears-Johnson / [carafears@gapost.org](mailto:carafears@gapost.org)  
 Resiliency Program Grant Administrator  
 Georgia Peace Officer Standards and Training Council

**This is a grant funded position and will be contingent upon renewal of the grant.**

Posting open date: May 1, 2002

Close date: TBA