

G.O. 23.1.1 -- ATTACHMENT B

CAREER PLANNING GUIDE *Department Instructor Career Guide*

Positions include: Firearms, Less-Lethal Weapons, EVOC, Defensive Tactics, High-Risk Vehicle Stop, Bloodborne Pathogens / Hazardous Materials and First Aid / CPR instructors.

REQUIRED SKILLS AND ABILITIES:

- ✓ Current performance evaluation rating of “standard” or better;
- ✓ Good oral communications skills;
- ✓ Good report writing and written communications skills;
- ✓ Well-established knowledge base of state statutes, local ordinances, Department policies, and basic skills in the function of their current assignment;
- ✓ Self-motivated and tenacious in day-to-day activities;
- ✓ Team player and a positive role model, both on and off duty;
- ✓ Established leadership skills;
- ✓ Ability to establish and maintain effective working relationships with co-workers;
- ✓ Demonstrated loyal commitment to the goals of the Department.
- ✓ Ability to build a lesson plan and train accordingly to our policies and procedures;
- ✓ Has shown a willingness to seek training in that area of instruction.
- ✓ Maintain current certification of skills in the area of instruction;
- ✓ Has the ability to devote the time necessary to the program
- ✓ Ability to train others of varying levels of knowledge in the area of instruction
- ✓ Has not received excessive sustained complaints

RECOMMENDED SKILLS AND ABILITIES:

- ✓ Has demonstrated the willingness to coach others effectively;
- ✓ Has shown a willingness to be a team player and work effectively in a group;
- ✓ Ability to evaluate the needs of each individual employee in that area of instruction;