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| **Job Task Analysis** |
| **Job Identification: 11-9197** |
| **Job Title** | Certified Protection Officer Instructor |
| **Job Purpose** | Certified Protection Officer Instructor Designs and conducts security and law enforcement training and develops programs to improve individual and organizational performance. May analyze training needs. |
| **33** | \* Federal Agents\* State Law Enforcement\* City / county Law Enforcement\* Special Agents\* Judicial Branches \*Corrections Officers / Supervisors\*Non-Governmental Organizations | \*Private Business\* Military personnel / Leadership / Law Enforcement \* Tribal Law Enforcement\*Security Supervisors and Staff\*Business Leaders\*Non-Governmental Organizations |
| **393What are the functions/tasks of the position?** | \*Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.\*Observing, receiving, and otherwise obtaining information from all relevant sources\*Developing constructive and cooperative working relationships with others, and maintaining them over time. |  \*Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.\*Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions. |
| **Importance** | **Knowledge** | **Skills** | **Abilities**  |
| High - 1 Average - 2Low - 3 | \* Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.\* Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.\* Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.\* Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.\* Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. | \* Instructing \* Learning Strategies \* Active Listening \* Speaking \* Monitoring \* Critical Thinking \* Coordinate training activities.\* Develop training materials\* Conduct surveys in organizations.\* Train personnel to enhance job skills.\* Evaluate training programs, instructors, or materials | \* Deductive Reasoning -2\* Inductive Reasoning -2\* Oral Comprehension -2\* Oral Expression -2\* Problem Sensitivity-1\* Written Comprehension – 2\* Stress Tolerance – 1\*Speech Clarity - 2 |
| **Professional Conduct Regulation**  | Law Enforcement Code of ethicsEthical StandardsPolicies and proceduresConfidentiality standards |
| **Median Salary**  | $32,540 - $102,340 per year (average range) |
| **Education**  | Post-Baccalaureate certificate  |
| **2016 Jobs** | 283,000 (Average) |
| **2026 Jobs** | 31,700 (Average) |
| **Increase by 2020**  | + 10-14% (Average)  |

Statistics obtained from Bureau of Labor Statistics.