



**WAUKESHA**  
COUNTY TECHNICAL  
**COLLEGE**

Waukesha County Technical College  
**Associate Dean - Law Enforcement**

Hands-on Higher Ed

<b>SALARY</b>	\$87,700.00 - \$98,640.00 Annually	<b>LOCATION</b>	WI 53072, WI
<b>JOB TYPE</b>	Full time	<b>JOB NUMBER</b>	2026-01-27 SV
<b>DEPARTMENT</b>	Law Enforcement	<b>OPENING DATE</b>	02/20/2026
<b>CLOSING DATE</b>	3/13/2026 11:59 PM Central	<b>GRADE/LEVEL</b>	E07

**Description**



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Waukesha County Technical College invites applications for an Associate Dean of Law Enforcement - a high-impact leadership role shaping the future of officer training across our region. In this role, the Associate Dean provides leadership by example, supporting and developing faculty and staff in their efforts to promote student learning and success. The position is responsible for planning, developing, and managing assigned instructional programs and offerings in accordance with College policies, procedures, goals, and mission, while ensuring compliance with all regulatory requires and standards.

**Characteristic Duties and Responsibilities (include, but not limited to)**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.*

- Initiate, supervise, analyze, and evaluate curricular activities and instructional programs, ensuring instructional needs and requirements are up to date and meet the current future needs of students, community, and employers.
- Provide leadership in the use of alternative delivery systems within the 8-week, year-round academic calendar.
- Develop class schedules and faculty assignments, monitor and approve work hours, monitor and cancel classes as appropriate, to ensure efficient and effective operations and quality instruction.
- Supervise assigned staff to include recruitment, selection, orientation, scheduling, evaluation, discipline and recommendation of personnel actions in accordance with College policies, procedures, and contractual agreements.

Encourage and approve staff development activities. Ensure that faculty meet qualifications as outlined by the Higher Learning Commission and the Faculty Quality Assurance System.

- Develop department/program budget to include allocation of funds and resources for necessary personnel, supplies, equipment and facilities requirements, and manage expenses. Identify alternative sources of funding for programs to include developing proposals and administering contract offerings. Manage funds to support program outcomes.
- Serve on appropriate College, community and state-wide committees. Coordinate, maintain and provide leadership in advisory committees. May actively participate in/assist with the development of public relations, program promotion, and/or student recruitment activities.
- May supervise classroom/laboratory/shop activities to include the maintenance and safeguarding of equipment, supplies and facilities, and enforcement of safety and health regulations.
- Establish and maintain relationships with external stakeholders i.e. accrediting agencies, businesses, industries, community groups, various educational institutes, governmental agencies, and other organizations. Coordinate program offerings and/or collaborate with internal stakeholders i.e. other Associate Deans, Deans, and other appropriate personnel to integrate services and activities.
- Provide assistance and support to students that may include program advising and orientations, career exploration, job placement assistance, grade appeals, discipline, sanctions, and/or dispute resolution. Direct students to and collaborate with appropriate resources such as Program Advising and/or Counseling. Support and participation in student organization activities and extracurricular activities.
- Maintain required records and documentation. Prepare and submit reports as requested or required.
- Engage in professional development and keep current with trends in higher education and in discipline specific area including new developments in practices, techniques, tools, equipment, and regulations to improve and expand instructional programs.

## Minimum Qualifications

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

#### Academic Leadership & Compliance

- Ability to lead curriculum development, program review, and program evaluation processes using labor market data, advisory committee input, and student outcome metrics to evaluate program relevance and quality.
- Knowledge of academic policies, FERPA regulations, and faculty governance structures sufficient to interpret and apply institutional policy in day-to-day decision-making.
- Ability to translate institutional and programmatic strategic priorities into measurable academic goals, action plans, and accountability structures.
- Knowledge of regional accreditation standards (e.g., HLC) and programmatic accreditation processes.

#### Data-Informed Decision-Making

- Ability to analyze enrollment trends, retention and completion rates, student learning outcomes, and workforce placement data to inform programming, scheduling, and resource allocation decisions.
- Skill in interpreting data dashboards, institutional reports, and key performance indicators relevant to academic operations.
- Ability to use evidence-based analysis to identify underperforming programs and develop improvement plans or recommend program restructuring or new program development

#### Personnel & Labor Relations

- Ability to apply contract provisions to faculty supervision, workload assignment, evaluation, and progressive discipline.
- Skill in conflict resolution, mediation, and restorative approaches to workplace disputes.
- Ability to recruit, mentor, evaluate, and develop faculty and staff, including adjunct faculty, to maintain instructional quality and staffing continuity.

- Ability to lead collaborative teams while managing the relationships between administrative directives and faculty autonomy.

### **Fiscal & Operational Management**

- Ability to develop, monitor, and manage budgets, including personnel costs, instructional supplies, capital equipment, and grant-funded programs.
- Skill in enrollment-based resource allocation and schedule optimization to balance fiscal responsibility with student access and instructional quality.
- Ability to identify and pursue external funding opportunities, including grant writing and partnership development, aligned with departmental priorities.

### **Communication & Stakeholder Engagement**

- Effective written, verbal, and interpersonal communication skills sufficient to represent the department to internal stakeholders, external partners, accrediting agencies, and community stakeholders.
- Ability to build and sustain productive relationships with employer advisory committees, K-12 partners, transfer institutions, and workforce development organizations to ensure program alignment with regional needs.
- Skill in navigating politically sensitive situations across organizational levels with discretion, transparency, and professional judgment.
- Ability to foster an inclusive department culture that values diverse perspectives and supports culturally responsive teaching and service delivery.

### **Technology & Innovation**

- Proficiency with computer software applications such as learning management systems, document editing/documentation, databases, spreadsheets, presentations and institutional reporting tools.
- Ability to evaluate and support implementation of emerging instructional technologies, including AI-enhanced tools, simulation, and discipline-specific platforms.
- Ability to support online and hybrid instructional delivery models, including faculty development in instructional design best practices.

## **EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

### **Minimum Qualifications Required:**

- Master's degree from a regionally accredited institution in a discipline related to the assigned academic department, in higher education administration, or in a closely related field. A bachelor's degree, with equivalent professional experience, may be considered; see the substitution provisions below.
- A total of seven (7) years of supervisory management experience is required. Preference will be given to candidates with at least three (3) years of supervisory or management experience within a higher education environment.
- Teaching, training, or instructional design experience in a K-12, corporate training, or accredited postsecondary institution.

### **Preferred:**

- Earned doctorate in a relevant discipline or in higher education leadership in certain programmatic areas (e.g., Arts and Sciences).
- Professional or industry experience outside of academia in a field related to the academic department.

### **Substitution Provisions**

The following substitutions may be applied at the discretion of Human Resources. No combination of substitutions may reduce the supervisory/management requirement below two (2) years.

<b>Substitution</b>	<b>Provision</b>
<b>Supervisory/Management Experience</b>	One (1) year of documented leadership of complex, cross-functional projects, task forces, or institutional committees with defined deliverables, and team accountability may substitute for one (1)

the supervisory/management requirement, up to a maximum year.

#### **Degree Requirement**

A bachelor's degree plus two (2) additional years of directly related higher education leadership experience (total of 9 years) may be considered in lieu of a master's degree, provided the candidate demonstrates equivalent professional competency through a relevant accomplishment.

### **Supplemental Information**

*This addendum accompanies the Associate Dean template job description and outlines considerations unique to the Law Enforcement program area.*

**Program Portfolio.** The Associate Dean, Law Enforcement provides leadership for a comprehensive portfolio of law enforcement training and education programs. This includes the 720-hour Basic Recruit Academy, which prepares candidates for state certification and entry into law enforcement careers. The role also encompasses associate degree programs in criminal justice, jail officer training, and a range of in-service and continuing education offerings for working law enforcement professionals. These programs serve both pre-service students seeking to enter the field and incumbent officers maintaining certifications or developing specialized skills.

**Regulatory Environment.** The Associate Dean serves as the College's primary liaison to the Wisconsin Law Enforcement Standards Board (LESB), the state agency responsible for certifying law enforcement training academies and establishing curriculum standards. This relationship requires ongoing attention to state statutes, LESB administrative rules, and evolving certification requirements. Day-to-day compliance activities include maintaining approved curriculum, tracking instructor certifications, documenting recruit training hours, and preparing for periodic audits. The position must also ensure alignment with WTCS program approval processes and HLC accreditation standards, navigating the intersection of workforce training requirements and academic oversight.

**Stakeholder Relationships.** Success in this role depends on cultivating and maintaining strong partnerships with regional law enforcement agencies. County sheriff's departments, municipal police departments, Wisconsin State Patrol, and tribal law enforcement agencies serve multiple functions: they are advisory committee members shaping curriculum, clinical placement sites for student field experiences, and employers who hire program graduates. The Associate Dean is responsible for formalizing these relationships through clinical placement agreements, coordinating apprenticeship opportunities, and maintaining open communication channels with agency training officers and command staff. Beyond law enforcement agencies, the position requires collaboration with District Attorney's offices, courts, and corrections agencies to support student pathways across the broader criminal justice system.

**Specialized Facilities.** This position oversees training environments that carry elevated safety and compliance considerations not typical of other academic programs. These include a firearms range, emergency vehicle operations course (EVOC)/driving track, and defensive tactics training spaces. Oversight responsibilities extend to equipment procurement and maintenance, ammunition inventory, range safety protocols, and coordination with certified instructors in each specialized domain. The Associate Dean must ensure that facilities meet LESB standards, that safety procedures are documented and enforced, and that risk management practices align with College policies and insurance requirements.

**Contemporary Context.** Law enforcement training operates in a dynamic environment shaped by evolving professional standards, public expectations, and workforce challenges. Agencies across Wisconsin face recruitment and retention difficulties, increasing demand for academy seats and placing pressure on program capacity. At the same time, curriculum must respond to developments in areas such as de-escalation techniques, crisis intervention, implicit bias awareness, and community-oriented policing. The Associate Dean must stay current with these trends, participate in statewide conversations about training standards, and position the College's programs to meet both agency needs and community expectations for well-prepared law enforcement professionals.

**Candidate Profile.** Ideal candidates will bring direct experience in law enforcement, law enforcement education, or both, with demonstrated knowledge of LESB requirements and academy operations. Current or prior Wisconsin law enforcement certification is preferred, as it supports credibility with agency partners and familiarity with the professional context. A master's degree in criminal justice, public administration, educational leadership, or a related field is desirable. Beyond credentials, the successful candidate must be able to navigate both academic and professional law enforcement cultures—comfortable in faculty meetings and command staff briefings alike. The ability to build trust with agency partners, manage high-stakes training environments, and represent the College in statewide professional forums is essential.

**Key Competencies.** Beyond the competencies outlined in the Associate Dean template, this role requires specific capabilities. The Associate Dean must understand regulatory compliance in a law enforcement training context and be able to interpret and implement LESB rules. Relationship management skills are critical—the ability to build partnerships with external agencies, negotiate clinical placements, and maintain productive advisory committees. The role demands sound judgment in managing safety-sensitive training environments and responding to incidents. Finally, the Associate Dean should bring awareness of contemporary issues in policing and the ability to engage thoughtfully with evolving expectations around law enforcement training, community relations, and officer preparation.

### **Additional Information**

The Associate Dean - Law Enforcement position supports the School of Protective and Human Services and is benefit eligible.

### Application Details:

All applicants (*both internal and external*) must submit a completed application along with a current resume and cover letter.

### Interviews:

Selected candidates will be invited to an on-campus interview. Interview date is to-be-determined.

*Internal team members are encouraged to grow their careers at WCTC! To be eligible to apply for a new role, employees must be in their current position for at least six (6) months.*

**WCTC offers a wide range of outstanding benefits. Benefits include, but not limited to:**

- Competitive compensation
- Comprehensive Benefits Package including health, dental, vision, life, long-term disability, supplemental life, flex spending accounts, and much more
- Generous time off and holiday schedule
- Eligibility in the Wisconsin Retirement System (ETF)
- Opportunities for professional growth and development (including tuition reimbursement, tuition waiver)
- Well-being activities to support personal and professional well-being

- Collaborative and supportive team environment

*Candidates must be legally authorized to work in the United States on a permanent basis. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available.*

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**Employer**

Waukesha County Technical College

**Address**

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Pewaukee, Wisconsin, 53072

**Phone**

262-691-5223

**Website**

<http://www.wctc.edu>