International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Assistant Chief of Police
Reports to: ILTexas Chief of Police
Dept./School: Police Department
Exemption Status/Test: Exempt
Date Revised: 06/2026
Days: 219

PRIMARY PURPOSE:

The Assistant Chief of Police serves as the second-ranking executive officer of the ILTexas Police Department and assists the Chief of Police in the administration, management, coordination, and oversight of all departmental operations. The Assistant Chief directs daily law enforcement, school safety, emergency management, training, compliance, and administrative functions while ensuring adherence to applicable laws, Texas Commission on Law Enforcement (TCOLE) regulations, district policies, and professional standards.

The Assistant Chief acts on behalf of the Chief of Police in the Chief's absence and serves as a principal member of the department's executive leadership team. This position is responsible for translating strategic goals into operational outcomes and ensuring the department operates effectively, efficiently, and in alignment with the educational mission of ILTexas.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college or university in one or more of the following,
Criminal Justice, Public Administration, Homeland Security, Emergency Management, Business Administration, or any Related Field
Master's Degree preferred.

EXPERIENCE:

Minimum of eight (8) years progressively responsible law enforcement experience.
Minimum of three (3) years supervisory or command-level experience at the rank of Lieutenant or above, or equivalent executive leadership experience.
Experience in school-based policing, public education, emergency management, or governmental administration preferred.
Demonstrated experience managing personnel, operations, budgets, and organizational initiatives.

CERTIFICATIONS AND LICENSING

MUST POSSESS AND MAINTAIN:
Texas Peace Officer License
Texas Advanced Peace Officer Certificate (minimum)

PREFERRED:
Texas Master Peace Officer Certificate
School-Based Law Enforcement Certification
Basic and Advanced Incident Command System (ICS) Certifications
NIMS Training Certifications

PREFERRED PROFESSIONAL CREDENTIALS:

Certified Protection Professional (CPP)
Professional Certified Investigator (PCI)
Physical Security Professional (PSP)
Certified Emergency Manager (CEM)

KNOWLEDGE, SKILLS, AND ABILITIES

EXTENSIVE KNOWLEDGE OF:

Texas Education Code, Texas School Safety Act, Texas Penal Code, Texas Code of Criminal Procedure, TCOLE Regulations, School-Based Policing, Public Safety Administration, Emergency Management, Organizational Leadership, Personnel Supervision, Policy Development, Budget Administration.

ABILITY TO:

Lead and motivate personnel
Manage complex operations
Exercise sound judgment in critical situations
Analyze operational and administrative challenges
Communicate effectively with diverse audiences
Build partnerships and collaborative relationships
Maintain professionalism and integrity under pressure

SPECIAL REQUIREMENTS

MUST SUCCESSFULLY PASS:

Comprehensive background investigation
Fingerprint-based criminal history review
Psychological suitability assessment
Drug screening

MUST BE CAPABLE OF OBTAINING AND MAINTAINING:

CJIS access
TCIC/NCIC access
TCOLE compliance status

ESSENTIAL DUTIES AND RESPONSIBILITES

I. EXECUTIVE LEADERSHIP AND ADMINISTRATION

- Assists the Chief of Police in the management and administration of the department.
- Participates in the development of departmental goals, objectives, policies, and strategic initiatives.
- Directs daily departmental operations and ensures implementation of executive directives.
- Acts on behalf of the Chief of Police during absences or as designated.
- Provides executive-level recommendations regarding personnel, operations, budgets, compliance, and strategic planning.
- Coordinates department-wide initiatives and special projects.
- Prepares reports, presentations, and recommendations for executive leadership and the Board of Trustees.

II. OPERATIONS AND FIELD SERVICES

- Oversees day-to-day police operations across all ILTexas campuses and facilities.
- Directs patrol, investigations, school safety, emergency response, and special operations functions.

- Monitors operational performance and ensures compliance with departmental standards.

- Coordinates law enforcement activities involving criminal investigations, threat assessments, and major incidents.
- Reviews significant incidents, arrests, investigations, and enforcement activities.
- Assists in managing critical incidents and emergency operations.
- Ensures consistent service delivery and operational readiness throughout the district.

III. SCHOOL SAFETY AND EMERGENCY MANAGEMENT

- Provides leadership for district-wide school safety initiatives.
- Assists with implementation of the Texas School Safety Act and related regulatory requirements.
- Oversees emergency operations planning, drills, exercises, and preparedness activities.
- Supports implementation of Standard Response Protocol (SRP) and Standard Reunification Method (SRM).
- Coordinates security assessments, safety audits, and vulnerability reviews.
- Collaborates with district leadership regarding school safety initiatives and threat management.
- Supports emergency response coordination with local, state, and federal agencies.

IV. PERSONNEL MANAGEMENT AND PROFESSIONAL DEVELOPMENT

- Directly supervises department supervisors and assigned personnel.
- Participates in hiring, selection, promotion, and disciplinary processes.
- Conducts performance evaluations and leadership coaching.
- Develops employee training and professional development programs.
- Ensures compliance with TCOLE licensing and training requirements.
- Supports workforce planning and succession development initiatives.
- Promotes organizational accountability, professionalism, and employee wellness.

V. PROFESSIONAL STANDARDS AND COMPLIANCE

- Oversees departmental compliance with TCOLE regulations.
- Assists in the development and maintenance of departmental policies and procedures.
- Monitors compliance with CJIS, TCIC, NCIC, and NIBRS requirements.
- Ensures implementation of departmental accountability systems.
- Reviews citizen complaints, administrative investigations, and disciplinary matters.
- Supports accreditation, audit, and inspection readiness.
- Maintains compliance with racial profiling reporting requirements and other statutory mandates.

VI. BUDGET AND RESOURCE MANAGEMENT

- Assists with budget preparation and administration.
- Monitors expenditures and resource allocation.
- Oversees departmental equipment, technology, vehicle, and facility management programs.
- Evaluates operational needs and makes recommendations for improvements.
- Supports procurement and contract management activities.

VII. COMMUNITY AND INTERAGENCY RELATIONS

- Represents the department at meetings, conferences, and public events.
- Maintains relationships with law enforcement, emergency services, and governmental agencies.
- Supports community engagement and public information efforts.
- Participates in district committees and stakeholder meetings.
- Serves as a liaison between department personnel and executive leadership.

VIII. ORGANIZATIONAL RESPONSIBILITIES

The Assistant Chief shall have executive oversight of the following functions:

> Patrol Operations, Criminal Investigations, School Safety Programs, Emergency Management, Training and Professional Standards, Internal Affairs, Records Management, Property and Evidence, Communications Operations, Special Projects, Compliance and Accreditation Initiatives

IX. Working Conditions

The Assistant Chief serves in an executive leadership capacity and may be required to respond to emergencies, major incidents, and critical events outside normal business hours. The position requires:

- Travel between district campuses and facilities
- Participation in emergency operations
- Attendance at Board and executive meetings
- Availability for after-hours operational support

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____