

Position Description:

**Advanced Crisis Response Team
(ACRT)**

Title:

Lead Instructor

Course Description:

This ACRT Course is designed for police managers, supervisors, and tactical officers responsible for responding to terrorist incidents. This course is intended to provide advanced-level tactical skills to resolve high-risk terrorist confrontations using a variety of options.

Description of Duties:

Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning all ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation
3. Draft End of Course Review for submission utilizing ATA approved reporting format
4. Administer Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. Administer Course Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. Administer Course Critique and summarize results utilizing ATA approved format
7. Responsible for the day to day operational activities as reflected in the program of instruction
8. Responsible for validating, justifying and reporting any deviations from the program of instruction.

9. Supervises and assigns daily activities for staff instructors.
10. Interact professionally outside of normal training hours with course participants and training venue officials when appropriate and approved by ATA.

General
Qualifications:

1. Bachelors Degree or equivalent work experience in the field. Five years work subject matter related experience may be substituted for one year education.
2. In situations where subject matter is considered cutting edge procedures or technologies, evaluations of candidate's credentials will be considered on a case by case basis.
3. Instructor certification from a recognized local, state, or federal law enforcement institution.
4. Familiar with curriculum Design/Development.
5. Demonstrated management, and administrative experience in the delivery of training.

Mandatory
Qualifications:

1. Graduate of any local, state, or federal law enforcement academy.
2. Graduate of any local, state, or federal special weapons and tactics basic training school (minimum of 40 hours).
3. Member of a special weapons and tactics unit that has hostage rescue as one of its principal missions, and at least ten (10) years of experience in a leadership position as a member of that team.
4. Experience managing a tactical situation where deployment of a tactical team during a high-risk event occurred.

Preferred
Qualifications:

1. Certification from any local, state, or federal law enforcement organization in advanced training course(s) related to the field of special weapons and tactics.
2. Proven abilities as a commander, supervisor, or team leader of a special weapons and tactics team with actual experience with handling a hostage/barricade incident(s).
3. Experience teaching basic and advanced-level skills in Law Enforcement special weapons and tactics to international students.
4. Experience developing course materials in the area of special weapons and tactics within the law enforcement arena preferred.

Other Office/Skills
Mandatory:

1. Familiarity with Microsoft Office applications to include but not limited to:
 - a. MS Word
 - b. MS PowerPoint
 - c. MS Outlook

Other Office/Skills
Preferred:

1. Familiarity with Microsoft Office applications to include but not limited to:
 - a. MS Excel

Position Description: Aviation Security Training Program

Title: Instructor

Description of Duties: Responsible for the delivery of ATA approved curriculum for training. These duties include, but are not limited to, drafting of programs of instruction, development of lesson plans, and drafting of equipment lists associated with the delivery of antiterrorism training in support of Department of State, Diplomatic Security Service, and Antiterrorism Assistance Program training mandates.

Additional Duties and Responsibilities:

1. Coordinate classroom preparation
2. Draft End of Course Review for submission
3. Administer Pre/Post Tests and summarize results utilizing ATA approved format
4. Administer Course Critique and summarize results utilizing ATA approved format
5. Responsible for the day to day operational activities as reflected in the program of instruction
6. Responsible for validating, justifying, and reporting any deviations from the program of instruction.
7. Supervises and assigns daily activities for staff instructors.

General and Specific Qualifications:

1. Bachelors Degree or equivalent work experience in the civil aviation security field. Five years work subject matter related experience may be substituted for one year of education.
2. Instruction experience delivering aviation security courses on FAA, ICAO, or other recognized aviation topics.
3. Ten or more years experience in civil aviation security assessments, inspections, or ICAO program implementation
4. Demonstrated knowledge of the International Civil Aviation Organization Technical Program for Civil Aviation Security
5. Familiarity with curriculum design and development.
6. Demonstrated management and administrative experience in the delivery of training.

7. Experience in training of foreign nationals or extensive liaison duties with foreign aviation authorities or airports
8. Demonstrated operational management and administrative experience in the subject area.

Familiarity with Microsoft Office applications to include:

1. MS Word
2. MS PowerPoint
3. MS Excel

Note: Experience must have been obtained during affiliation with the U.S. Federal Aviation Administration, U.S. Transportation Security Administration, or the International Civil Aviation Organization

Must have a valid, current driver's license and passport