



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. Master's Degree or equivalent work experience in the law enforcement management field. Five years work in subject matter or related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. Specialized training shall include instructor certification from a recognized law enforcement local, state or federal institution.
4. Instructor certification from a recognized local, state, or federal law enforcement institution.
5. Familiar with curriculum Design/Development.
6. Demonstrated management, and administrative experience in the delivery of training.
7. Experience in training of foreign nationals.
8. Demonstrated operational management and administrative experience in the subject area.

Mandatory  
Qualifications:

1. Bachelor's Degree with a minimum of (5) years as a law enforcement manager (lieutenant or higher).
2. Must be familiar with this course (CDTT) and/or have presented this course as a Staff Instructor for ATA in the past.
3. Willingness to accept training assignments in any worldwide location.
4. Instructor certification from a recognized local, state, or

federal law enforcement institution.

5. Familiar with curriculum Design/Development.

Preferred  
Qualifications:

1. Master's Degree with at least 5 years experience as the leader of an instruction team providing law enforcement management training in an overseas environment.

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:
  - d. MS Excel