

Position Description:

**Critical Incident Management  
(CIM)**

Title:

**Instructor**

Course Description:

The CIM course is designed for police managers, supervisors, and other officials responsible for managing critical incidents. This course is intended to provide advanced-level managerial skills needed to help supervisors resolve issues associated with terrorist incidents, or any other high-risk event. These skills are identified as the authority and responsibility for planning, organizing, directing, coordinating, and controlling of operations for the accomplishment of assigned missions.

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 as directed by the lead instructor
3. Assist, as directed, with the drafting of the End of Course Review for submission
4. As directed, assist in the administration of Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. As directed, assist in the administration of Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. As directed, assist in the administration of Course Critique and summarize results utilizing ATA approved format
7. Assist in the day to day operational activities as reflected in the program of instruction

8. Interact professionally outside of normal training hours, as directed by the lead instructor, 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. Two 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 candidates credentials will be considered on a case by case basis.
3. Specialized training shall include instructor certification from a recognized local, state, federal law enforcement agency or military institution.
4. Familiar with curriculum Design/Development.

Mandatory  
Qualifications:

1. A graduate of any local, state, federal, or military law enforcement institution/academy.
2. A minimum of three years experience in dealing with critical incidents such as hostage/barricades, major disasters, major special events, or other like incidents, which have involved coordination of numerous local, state, federal, or military units/agencies.
3. Minimum of two years teaching experience instructing Critical Incident Management in an adult education program, college, or police agency/training program.

Preferred  
Qualifications:

1. Knowledge of command and control as it applies to the Incident Command System.
2. Proven abilities as an experienced member of a local, state, federal, or military agency acting as a supervisor or team leader during an actual incident command deployment and also someone who has a good working knowledge of the incident command system.
3. Demonstrated operational experience in the subject matter.
4. Experience with international student training.

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