

Position Description:

**Crisis Response Team
(CRT)**

Title:

Instructor

Course Description:

The CRT Course is designed for police managers, supervisors, and tactical officers responsible for responding to terrorist incidents. This course teaches the principles of organizing, commanding, and conducting hostage rescue operations.

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 the 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 law enforcement local, state, federal or military institution.
4. Familiar with curriculum Design/Development.
5. Demonstrated operational experience in the subject area.

Mandatory
Qualifications:

1. Graduate of any local, state, federal, or military special weapons and tactical training school (minimum of 40 hours)

Preferred
Qualifications:

1. Proven abilities in the field of tactical training either in the civilian law enforcement or military arenas. Ideally, someone who has demonstrated abilities in specific areas of tactical training such as firearms, sharpshooter/observer, explosive breaching, defensive tactics, or any other field of tactical training specific to a special weapons and tactics unit.
2. Proven abilities in the area of supervision on a tactical team either in the role as a commander, team leader, assistant team leader, or as an instructor in a specialty field such as firearms training, police/military sharpshooter/observer, explosive breaching, defensive tactics, or any other special tactical skill area.

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