

Position Description:

**Interdicting Terrorist Activities  
( ITA )**

Title:

**Lead Instructor**

Course Description

This three week training program is designed to educate investigators in the latest technology and skills being used to interdict terrorist activities. The course concentrates on informant development, surveillance techniques and cyber terrorism as methods to interrupt and prevent terrorist acts.

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. Masters degree is preferred.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. 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.
4. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal or military institution.
5. At least five years of experience working overseas in an operational capacity with foreign police, developing sources of information, training foreign police in police, investigative and analytical skills.
6. Conducted extensive training overseas with foreign police teaching police, investigative and analytical skills in a class room setting.
7. Instructor certification from a recognized local, state, or federal law enforcement institution.
8. Familiar with curriculum Design/Development.
9. Demonstrated management, and administrative experience in the delivery of training.
10. Experience in training of foreign nationals in an international environment.
11. Demonstrated operational management and administrative experience in the subject area.
12. Familiarity of Cyber crime, terrorism and investigative techniques.

Mandatory  
Qualifications:

1. Ten years of experience conducting criminal investigations at the local, state or federal law enforcement level.
2. Five years of supervisory major case management experience.
3. Understanding current terrorism trends/organizations/objectives and methods of preventing terrorism.
4. Experience in conducting surveillance work, interviewing and interrogation, and informant development and management.

5. Understanding Counterterrorism Financing.
6. Experience in intelligence management and inter-agency data sharing.
7. Intelligence and crime analysis experience.

Preferred  
Qualifications:

1. Have successfully completed an instructor training program for interviewing and interrogation techniques.

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