

Position Description:

**Interdicting Terrorist Activities  
( ITA)**

Title:

**Staff Instructor**

Course Description

This is a three week investigators course designed to educate and train police officers in current techniques being utilized in identifying and interdicting international terrorist organizations. Courses include surveillance, informant development, terrorist financing and cyber security.

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.

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. Master degree 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. Familiar with curriculum Design/Development and adult learning concepts.
6. Demonstrated operational experience in the subject area.
7. Experience is preferred in training in an international training environment.

Specific  
Qualifications:

1. Five years experience conducting criminal investigations at the local, state or federal law enforcement level.
2. Understanding current terrorism trends/organizations/objectives and methods of preventing terrorism.
3. Experience in conducting surveillance work, interviewing and interrogation and informant development and management.
4. Three years of major case management experience.
5. At least 5 years overseas experience working 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 training with foreign police, teaching police, investigative and analytical skills in a class room setting.

Preferred  
Qualifications:

1. Have successfully completed an instructor training program in surveillance operations and informant development.

Other Office/Skills

1. Familiarity with Microsoft Office applications to include

Mandatory:

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