

Position Description:

**Preventing Attacks on Soft Targets Course  
(PAST)**

Title:

**Lead Instructor**

Course Description

This is a two week application-based course designed to assist foreign governments in preventing and mitigating facility attacks (armed assaults and incendiary and explosive attacks) on soft targets. At the conclusion of training, participants will be able to identify a “soft target”, detect property vulnerable to a terrorist attack, establish effective plans to counter ineffectiveness and recommend additional measures for security enhancement.

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 candidate's 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. Demonstrated experience in the delivery of prior training.
6. Instructor certification from a recognized local, state, or federal law enforcement institution.
7. Familiar with curriculum Design/Development.
8. Experience in training of foreign nationals.
9. Demonstrated operational experience in the subject area.
10. Familiarity with cyber crime, explosives and bombing awareness, terrorism and investigative techniques.

Mandatory  
Qualifications:

1. Five years of experience conducting criminal investigations at the local, state or federal law enforcement level.
2. Two years of major case management experience.
3. Understanding of 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. Graduate of a Federal, State, or Locally recognized instructor development course.

Preferred  
Qualifications:

1. Willingness to travel to developing countries and training sites in U.S.
2. Possess good inter-personal skills, particularly interactions with foreign nationals.

3. Experience with explosives, bombings, mitigation and detection.

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