

Position Description:

**Preventing, Interdicting and Investigating Acts of
Terrorism
(PIIAT)**

Title:

Staff Instructor

Course Description

This is a nine week training program designed to educate and train investigators in the latest skills and technology being used to prevent, investigate and interdict terrorist organizations.

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. Masters 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. Preferred experience teaching in an international training environment.

Mandatory
Qualifications:

1. Five years experience conducting complex criminal investigations for a local, state or federal law enforcement agency.
2. Five years of experience in crime scene investigations to include the collection, preservation and processing of evidence.
3. Two years experience with a Joint Task Force.

Preferred
Qualifications:

1. Understanding common terrorist tactics and emerging trends in international terrorism and be able to articulate numerous ways to prevent terrorist acts.
2. Understanding of the financial aspects of a terrorist organization.
3. Familiar with international extradition treaties and procedures.
4. Familiar with the contemporary methods used to cultivate and manage informants.
5. Familiar with the investigative resources needed to conduct a maritime piracy investigation.
6. Be familiar with all aspects of cyber terrorism.
7. Experience in conducting interviews and interrogations with suspected terrorists and sympathizers.

Other Office/Skills
Mandatory:

1. Familiarity with Microsoft Office applications to include but not limited to:

Other Office/Skills
Preferred:

- a. MS Word
 - b. MS PowerPoint
 - c. MS Outlook
1. Familiarity with Microsoft Office applications to include but not limited to:
- d. MS Excel