

Position Description:

**Police Executive Role in Combating Terrorism  
(PE-CTT)**

Title:

**Lead Instructor**

Course Description:

This 80 hour interactive workshop is designed to provide police executives an innovative learning experience that is focused on maximizing their organization's ability to combat terrorism in a more efficient and effective manner with a focus on improving and enhancing regional and international cooperation. The overall theme of this workshop is "change" and "flexibility" with an emphasis on relationship building and interagency as well as intergovernmental cooperation.

Police executives will engage in a number of contemporary topics that will enhance their skills and focus on examining their organization to maximize internal and external resources to more effectively combat terrorism. Organizational development tasks such as leadership, management, strategic planning, information sharing and other tools are offered to ensure the vital success of police leaders in sustaining and institutionalizing successful antiterrorism enforcement initiatives. These topics will be enlarged and include examples of successful international cooperation in combating terrorists and terrorism.

Police executives will better serve their country and international interests by examining and reengineering their respective organization via the newly acquired skills offered in this workshop. A wide array of contemporary reactive and proactive terrorism topics will be explored via lectures, group tasks & presentations, critical thinking discussions, case studies and lessons learned.

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. Masters Degree or equivalent work experience in the field. Five years work subject matter related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated 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. Instructor certification from a recognized local, state, or federal law enforcement institution.
5. Familiar with curriculum Design/Development.
6. Demonstrated management, and administrative experience in the delivery of training.
7. Experience in training of foreign nationals.
8. Demonstrated operational management and administrative experience in the subject area.

Mandatory  
Qualifications:

1. Masters degree in management or public administration or related field.
2. Willingness to accept training assignments in any worldwide location.

Preferred  
Qualifications:

1. At least 5 years experience as the leader of instruction team providing training in an overseas environment.

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