

Position Description:

**Senior Crisis Management
(SCM)**

Title:

Instructor

Course Description:

The SCM Course is designed for sub-cabinet officials, cabinet-level officials, and senior managers responsible for implementing and administering crisis management policy having national-level impact. This course is designed to provide knowledge, skills, and abilities to develop crisis management policies and procedures, and to establish crisis management structures to respond to terrorist incidents impacting national-level systems or having international ramifications.

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 (2) years work subject matter related experience may be substituted for one year education.
2. In situations where subject matter is considered cutting edge procedures or technologies, evaluations of candidates credentials will be considered on a case by case basis.
3. Specialized training shall include instructor certification from a recognized local, state, federal law enforcement agency, or military institution.
4. Familiar with curriculum Design/Development.

Mandatory
Qualifications:

1. Possess a minimum of three (3) years crisis management experience in dealing with critical incidents such as hostage/barricades, major disasters, major special events, or other like incidents, which involved coordination of numerous local, state, federal, or military units/agencies.
2. Minimum of three years of teaching experience instructing Critical or Crisis Incident Management in an adult education program, college, police agency/training program, or military institution.

Preferred
Qualifications:

1. Supervisory-level experience in dealing with crisis management. Proven capabilities as a supervisor in charge of various incident command positions during an actual crisis incident.
2. A good working knowledge of the incident command system as well as the unified command system and the various management tasks associated with a major crisis incident.
3. Demonstrated operational management and administrative experience in the subject matter.
4. Demonstrated management, and administrative experience in the delivery of training.
5. Experience with international student training with an audience of executive-level personnel which deals with all aspects of crisis management or critical incidents.

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