

Position Description:

**Tactical Commander's Course
(TCC)**

Title:

Lead Instructor

Course Description:

The TCC is designed for police managers, supervisors, and tactical team leaders responsible for responding to terrorist incidents. This course is intended to provide advanced-level tactical managerial skills needed to help supervisors select and train special operational teams/units, resolve high-risk terrorist confrontations, and instruct tactical supervisors in the handling of any major incident where a tactical response is imminent.

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.
2. A minimum of three years specialized experience in the area of critical incident management.
3. Instructor certification from a recognized local, state, or federal law enforcement institution.
4. Familiar with curriculum Design/Development.
5. Demonstrated management, and administrative experience in the delivery of training.

Mandatory
Qualifications:

1. Graduate of any local, state, or federal law enforcement academy.
2. Graduate of any local, state, or federal special weapons and tactics training school (minimum of 40 hours).
3. Possess experience as a member of a special weapons and tactics unit that has hostage rescue as one of its principal missions, and at least five years experience in a leadership position as a member of that team.
4. Minimum of two years of teaching experience instructing Special Weapons and Tactics training or Critical Incident Management in an adult education program, college, or police agency/training program.

Preferred
Qualifications:

1. Certification from any local, state, or federal law enforcement organization in advanced training course(s) related to the field of special weapons and tactics, or incident command.
2. Proven abilities as a commander, supervisor, or team leader of a special operations team with actual team/unit deployment experience handling a high-risk incident to include an actual hostage/barricade incident(s).
3. Experience with a special operations team/unit selection process, drafting standard operating procedures (SOPs) for a tactical team, oversight of high-risk deployment of a tactical team, and development and oversight of tactical training scenarios.
4. Experience in handling or managing crisis incidents which involve the coordination of various resources on a local, county, state, or federal levels.
5. Experience with teaching foreign nationals in subject-related material.

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