

Position Description:

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

Title:

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 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.
2. A minimum of one year specialized experience in the area of critical incident management.
3. Instructor certification from a recognized local, state, federal law enforcement, or military institution.
4. Familiar with curriculum design/development.
5. Demonstrated operational experience in the subject matter.

Mandatory
Qualifications:

1. Graduate of any local, state, federal, or military special weapons and tactics training school (minimum of 40 hours).
2. Three years experience as a team member of a police or military tactical special operations team/unit.
3. One year teaching experience instructing special weapons and tactics training or critical incident management in an adult education program, college, military, or police agency/police training program.

Preferred
Qualifications:

1. Certification from any local, state, federal law enforcement, or military institution in advanced training course(s) related to the field of special weapons and tactics, or incident command.
2. Proven abilities as a commander, supervisor, team leader, or assistant team leader of a special operations team with actual team/unit deployment experience handling high-risk incidents.
3. Knowledge of a special operations team/unit selection process.
4. Knowledge in the development of standard operating procedures (SOPs) for a tactical team.
5. Experience with teaching foreign nationals in subject-related materials.

Other Office/Skills
Mandatory:

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

Other Office/Skills
Preferred:

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