

Position Description:

**Vital Installation Security
(VIS)**

Title:

Lead Instructor

Course Description:

This course teaches how to secure a complex of buildings against hostile intrusion and attack from criminal and terrorist threats. The course is conducted in an academic learning environment using lecture, group discussions, and practical exercises. Classroom learning is reinforced through numerous field trips to governmental and commercial security organizations to view application of security concepts, procedures, and equipment. The course objective is to provide participants with the ability to analyze security situations and employ security measures to protect vital facilities. Participants will be able to determine threats to vital facilities, establish effective plans to counter such threats, assess effectiveness of existing security measures. And recommend additional measures for security enhancement.

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 of subject matter or related experience may be substituted for one year education.
2. Combined formal education and experience will be evaluated on a case by case basis.
3. Ten years experience managing a technical and physical security program at a local, state, federal, or military installation.
4. Credentials will be evaluated on a case by case basis when the subject matter is technical in nature or rapidly evolves.
5. Instructor certification from a recognized local, state, federal or military law enforcement institution.
6. Familiar with curriculum design and development.
7. Demonstrated management and administrative experience in the delivery of training.
8. Experience in training foreign nationals.
9. Demonstrated operational management and administrative experience in the subject area.

Mandatory
Qualifications:

1. Bachelors degree in a related field.
2. Willingness to accept training assignments in any worldwide location.

Preferred
Qualifications:

1. At least 3 years experience in 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