

Position Description:

**Critical Incident Management
(CIM)**

Title:

Lead Instructor

Course Description:

The CIM course is designed for police managers, supervisors, and other officials responsible for managing critical incidents. This course is intended to provide advanced-level managerial skills needed to help supervisors resolve issues associated with terrorist incidents, or any other high-risk event. These skills are identified as the authority and responsibility for planning, organizing, directing, coordinating, and controlling of operations for the accomplishment of assigned missions.

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. 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, or federal law enforcement 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. Possess experience in the development of course curriculum in the area of critical incident management, crisis management, or major case management.

Mandatory
Qualifications:

1. Graduate of any local, state, or federal law enforcement academy.
2. Possess a minimum of five years 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, or federal agencies and their associated resources.
3. Minimum of three years teaching experience instructing Critical Incident Management in an adult education program, college, or police agency/training program.

Preferred
Qualifications:

1. Extensive knowledge of command and control as it applies to the Incident Command System.
2. Proven abilities as a commander or supervisor acting in the capacity of an Incident Commander (during an actual crisis situation) who's responsibilities were to oversee and direct the responses of emergency personnel, equipment, and resources in order to resolve the incident.
3. Experience with international student training in the field of the incident command system, crisis response training,

or major special events training.

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