

Position Description:

**Explosive Incident Countermeasures
(EIC)**

Title:

Lead Instructor

Course Description:

This entry-level course instructs law enforcement personnel in search, location, identification, and render safe of improvised explosive devices. The training provides basic response capability and understanding of safety applications, explosives, explosive effects, incendiaries and pyrotechnics mixtures.

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. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal or military institution. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidates credentials will be considered on a case by case basis.
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. Experience in training of foreign nationals.
8. Demonstrated operational management and administrative experience in the subject area.

Mandatory
Qualifications:

1. Graduate of Naval School Explosive Ordnance Disposal or FBI Hazardous Devices School.

Preferred
Qualifications:

1. Demonstrated experience in delivery of high-risk training.
2. Graduate of advanced training in LVIED's and electronics. Graduate FBI, ATF or local PBI course.

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