

Position Description: **Integrating Counterterrorism Strategies at the National Level (ICTSNL)**

Title: **Staff Instructor**

Course Description: This one hundred twenty- hour course will be instrumental in the planning and development of a national counterterrorism center in the host country. The course will consist of two sections. The first section will include up to 48 hours of training aimed at senior policy/decision makers of the host country. The second section will be an eighty-hour course directed toward participants identified by the host country as those who will be responsible for developing the framework of the new national counterterrorism center. The necessity for strong leadership and logistical planning is essential for the successful completion of the course. This is best achieved by the use of a defined and logical methodology.

The course is designed to achieve established goals and objectives such as: strategic planning, table of organization, duties and responsibilities, operational tasks, personnel vetting and discipline, identifying required resources, communication functions, policies and procedures, security issues; information collection, classification, analysis, retention and dissemination; and all related contingencies and actions that are necessary to ensure the development of an efficient and effective counterterrorism center.

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 1. Liaise with DS/ATA Training Coordinator on all aspects

Responsibilities:

- 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. Master's Degree or equivalent work experience in the law enforcement management field. Five years work in the subject matter or related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. Specialized training shall include instructor certification from a recognized law enforcement local, state or federal institution.
4. Familiar with curriculum Design/Development.
5. Demonstrated management, and administrative experience in the delivery of training.
6. Experience in training of foreign nationals.
7. Demonstrated operational management and administrative experience in the subject area.

Mandatory  
Qualifications:

1. Bachelor's Degree with minimum of (5) years in a police command-level, leadership role (lieutenant or higher).
2. Willingness to accept training assignments in any worldwide location.

Preferred  
Qualifications:

1. Master's Degree with at least 5 years experience as the leader of instruction team providing law enforcement management 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