

Position
Description:

**Port and Harbor Security Management
(PHSM)**

Title:

Lead Instructor

Course Description: This course will help the partner nation increase its overall antiterrorism capabilities and improve the skill levels of port/harbor security managers in the use of available resources when dealing with a port/harbor emergency.

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:	<ol style="list-style-type: none"> 1. Bachelors Degree or equivalent work experience in the field. Ten years' work subject matter-related experience may be substituted for one year education. Masters degree preferred. 2. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidate's credentials will be considered on a case-by-case basis. 3. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal, or military institution. 4. Instructor certification from a recognized local, state, or federal law enforcement institution. 5. Familiar with curriculum design/development. 6. Demonstrated leadership, 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. 9. Experience teaching in an international training environment.
Mandatory Qualifications:	<ol style="list-style-type: none"> 1. Fifteen years of general port/harbor security experience plus ten years of specialized experience in leading, supervising, planning, and conducting operational responses in the maritime security environment. 2. Two years of military maritime command experience. 3. Physically fit to travel internationally and perform the duties of a lead instructor for the Port and Harbor Security Management Course.
Preferred Qualifications:	<ol style="list-style-type: none"> 1. Extensive experience in maritime security operations. 2. Experience with the development and exercise of an Area Maritime Security Plan. 3. Familiarity with the <i>Maritime Transportation Safety Act of 2002</i>. 4. Familiarity with the International Ship and Port Facility Security Code.
Other Office/Skills Mandatory:	<ol style="list-style-type: none"> 1. Familiarity with Microsoft Office applications to include but not limited to: <ol style="list-style-type: none"> a. MS Word b. MS PowerPoint c. MS Outlook
Other Office/Skills	<ol style="list-style-type: none"> 1. Familiarity with Microsoft Office applications to include

Preferred:

but not limited to:

a. MS Excel