



SELF-ENRICHMENT EDUCATION TEACHERS
New Mexico State Personnel Office
2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

SELF-ENRICHMENT EDUCATION TEACHERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Self-Enrichment Education Teachers-B	I3021B	45	
Self-Enrichment Education Teachers-O	I3021O	50	
Self-Enrichment Education Teachers-A	I3021A	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, non-vocational, and non-academic subjects. Teaching may or may not take place in a traditional educational institution.

Nature of Work

Self-enrichment teachers provide instruction on a wide variety of subjects that students take for fun or self-improvement. Some teach classes that provide students with useful life skills, such as cooking, personal finance, and time management. Others provide group instruction intended solely for recreation, while others provide one-on-one instruction in a variety of subjects. Some teachers conduct courses on academic subjects, such as literature, foreign languages, and history, in a nonacademic setting. The classes taught by self-enrichment teachers seldom lead to a degree and attendance is voluntary. At the same time, these courses can provide students with useful skills, such as knowledge of computers or foreign languages, make them more attractive to employers.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role are required to train, instruct and demonstrate techniques to students.
- Employees may apply standards and develop lesson plans; assist in the preparation of students for the General Educational Development tests; attend faculty and professional meetings; grade papers; may lecture in classrooms or work in an industry or laboratory setting; and prepare lessons and assignments.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

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Minimum Qualifications

High School diploma or GED and six (6) months of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

Operational

- Employees in this Role, account for materials supplies and equipment, ensure that specific standards required by the trade are met and integrate academic and vocational curriculums.
- Employees may refer students for counseling or job placement; may teach adults reading, writing, and mathematics; and provide information about prospective employers.

Recommended Education and Experience for Full Performance

Associate's Degree in social sciences or related field and two (2) year of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

Minimum Qualifications

High School diploma or GED and one (1) year of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

Advanced

- Employees in this Role discuss problems and techniques with other instructors, and confer with staff on policies and procedures.
- Employees keep up with changing technology; assume a role in the transition of students from school to work, and stay abreast of developments in their field.

Recommended Education and Experience for Full Performance

Associate's Degree in social sciences or related field and four (4) years of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in classroom demonstration and/or teaching specific social and life skills on a one-to-one basis.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination — Adjusting actions in relation to others' actions.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.