



State of New Mexico
Classification Description

Occupational Group: Education and Training
Job Family: Training
Job Family Code: ET

NM YOUTH CHALLENGE ACADEMY CADRE

General Summary

The New Mexico Youth ChalleNGe Academy Cadre provides Cadet supervision and leadership to youth participants in the Academy program. Cadre supervises and leads a group of participants in daily and weekly activities. They assure that the Staff Standards in the Cadre Standard Operating Procedures (SOP) are met.

NM Youth ChalleNGe Academy Cadre

Jobcode: I50111

Pay Band: 45

FLSA Status: Non-Exempt

Distinguishing Characteristics

This is the full performance level of the Youth ChalleNGe Cadre.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and two (2) years of military service, Corrections work, experience working with at-risk youth, including delivering or evaluating training courses and/or educational activities.

Minimum Qualifications

High School Diploma or equivalent and one (1) year of military service, Corrections work, or experience working with at-risk youth, including delivering or evaluating training courses and/or educational activities.

Essential Duties and Responsibilities*

- Applies military practices and principles of guiding and training cadets while exercising responsibility for the daily activities of cadets in an assigned team.
- Provides military structure, discipline and training of the student cadet corps on a 24/7 basis.
- Coordinates student daily and weekly schedules to ensure the academic, physical training and personal development are completed and program goals are met.
- Implements daily program activities, including physical fitness programs, instruction in military-like customs and courtesies, to include drill and ceremonies.
- Conducts cadet inspections and unit formations and rates cadet performance.

NM Youth ChalleNGe Academy Cadre Supervisor

Jobcode: I5011S

Pay Band: 50

FLSA Status: Exempt

Distinguishing Characteristics

This is the first line supervisor of the NM Youth ChalleNGe Academy Cadre classification series.

Recommended Education and Experience for Full Performance

Associate's Degree in a related field and four (4) years of military service, Corrections work, or experience working with at-risk youth, including delivering or evaluating training courses and/or educational activities. Must include one (1) year of supervisory experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

NM YOUTH CHALLENGE ACADEMY CADRE

Minimum Qualifications

High School Diploma or equivalent and three (3) years of military service, Corrections work, experience working with at-risk youth, including delivering or evaluating training courses and/or educational activities.

Essential Duties and Responsibilities

- Devotes a substantial portion of time assigning, coordinating and directly supervising the work of at least two (2) full time equivalent employees** and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Provides direction and guidance to cadre members in implementing the daily training plans and programs that provide the military structure, discipline, and training of the student cadet corps.
- Leads cadre members in conducting cadet daily and weekly schedules to ensure all academic, physical training, and personal development activities are completed and documented and program goals are met.
- Leads cadre members in conducting cadet inspections and unit formations.

Bargaining Unit: Not Represented

Statutory Requirements: N/A.

Conditions of Employment: Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. Candidates must work within the Staff Standards specified in the Cadre SOP and successfully pass a physical fitness test. Employment is subject to a pre-employment background investigation and is conditional pending results.

Working Conditions: Working Conditions for individual positions in this classification will be subject to requirements specified in the Cadre SOP. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 3/29/2017

Revised: 8/25/2017 (Supervisor)

**Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*