



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

EDUCATION, TRAINING, AND LIBRARY WORKERS, ALL OTHER

| <u>Class Title</u> | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|---|-------------------|-----------------|----------------------|
| Education, Training, and Library Wrkr, AO-B | I9099B | 45 | |
| Education, Training, and Library Wrkr, AO-O | I9099O | 50 | |
| Education, Training, and Library Wrkr, AO-A | I9099A | 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

All education, training, and library workers not listed separately.

Nature of Work

Education, training and library workers teach, participate, and run educational programs for public and private elementary classes in an outdoor setting. They are responsible for the planning of an educational program which includes workshops, classes, and educational exhibits. They must maintain knowledge of state procurement regulations; obtain quotes, prepare paperwork for purchases, prepare data, statistics and write grants for the program. Education, training and library workers provide technical assistance on issues relating to conservation, outdoor education, environmental education, ecology and nature.

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 correspond with researchers and the public; develop curriculum materials for schools; encourage potential donors to give items and collections; exchange knowledge with other professionals; prepare grant and budget requests; prepare label text for exhibits; prepare information concerning collections; present programs to educational groups and the general public; assist in design, research, acquisition, and documentation of artifacts.
- Employees assist in assessing value to collections of items offered for sale or as gifts.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in assisting with teaching, lesson planning, curriculum design, and/or grant writing.

Minimum Qualifications

High School diploma or GED and six (6) months of experience in assisting with teaching, lesson planning, curriculum design, and/or grant writing.

EDUCATION, TRAINING, AND LIBRARY WORKERS, ALL OTHER

Operational

- Employees in this Role participate in and conduct community and school programs; coordinate the work of researchers; develop and employ evaluation processes to determine program effectiveness; monitor and perform conservation work on collections; engage in planning, research, and implementation of programs; plan and implement complex exhibits; prepare reports, letters and memorandums; disseminate information; prepare texts; answer questions regarding collections; provide consultation with other programs; respond to grant proposals; seek outside funding for continuing long-term research .

Recommended Education and Experience for Full Performance*

Associates Degree in Education or related field and two (2) years of experience in teaching, working with lesson planning, curriculum design, grant writing and/or management.

Minimum Qualifications

High School diploma or GED and one (1) year of experience in assisting with teaching, lesson planning, curriculum design, and/or grant writing.

Advanced

- Employees in this Role perform administrative budget and policymaking duties coordinate research, design and construction of programs; establish policy and plans for maintenance and expansion of collections; plan and conduct complex research and describe results in manuscripts; prepare grant and budget requests; provide supervision of growth and development of all programs; serve as an expert in assigned field of specialization.

Recommended Education and Experience for Full Performance

Associates Degree in Education or related field and four (4) years of experience in teaching, working with lesson planning, curriculum design, grant writing and/or management.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in teaching, working with lesson planning, curriculum design, grant writing and/or management.

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.

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

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.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

EDUCATION, TRAINING, AND LIBRARY WORKERS, ALL OTHER

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.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

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.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Philosophy and Theology — Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

Speaking — Talking to others to convey information effectively.

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

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.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Instructing — Teaching others how to do something.

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

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

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

Time Management — Managing one's own time and the time of others.

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

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

EDUCATION, TRAINING, AND LIBRARY WORKERS, ALL OTHER

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.