



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

Memorandum

MAY 14 2003

To: Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: *Ant* Human Resources Officer *Kay Hager*

Subject: Excepted Qualification Standard 29-01, CE/CY-1712

Attached for your immediate use is the revised Excepted Qualification Standard 29-01, Training Instructor, Category 1712. This Standard cancels and replaces the existing Excepted Qualification Standard 29, Training Instructor, Category 1712, approved March 19, 1980.

This job category covers all positions who provide delivery of instruction or training services of a non-professional nature. The significant changes are the pay levels under the Basic Experience and Education Requirements increasing them from Pay Level 02 and 03 to Pay Level 03 and 04 accordingly.

If you have any questions, please contact Ms. Doris A. Willie, Classification Officer, at (505) 248-6970.

Attachment

Category: 1712
Exc. Qual Std.: 29-01
Approved: May 2003
Authority: P.L.95-561


DIRECTOR, OIEP

TRAINING INSTRUCTOR

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 03
Maximum Pay Level: 04

DESCRIPTION OF WORK:

The training Instructor provides direct delivery of instruction or training services of a nonprofessional nature. Instructions involve occupational, trade, craft or other subjects. Some positions are involved in military type training programs such as ROTC. The duties will require a thorough working knowledge of the subjects to be taught and a practical knowledge of the methods and techniques of instruction. Instructors are required to develop or review special subject matter course materials, training aids, and manuals for training programs as well as instruct the programs. The duties will also include instruction in the use of tools of the occupation, trade, craft, etc.

LEVEL OF RESPONSIBILITIES:

03 Level – Level 03 Training Instructor independently plans and carries out standardized training sessions within established course framework. Participates in course content development and its subsequent refinement. Incumbent is expected to resolve normal classroom problems and make outside contacts for supplemental information. On unusual matters or questions of program objectives and policy, incumbent receives supervisory guidance prior taking any action. The supervisor to ensure consistency with overall course objectives and instructional adequacy evaluates courses at this level periodically.

04 Level – Level 04 Training Instructor independently plans and carries out assigned training program. Incumbent is responsible for the total program, including course content, material, and textbooks to accomplish overall training program goals and objectives. Incumbent is expected to resolve instruction/training program problems and interacts with outside sources for supplemental information and materials. Courses cover subject area for which an abundance of information is available, however, typically requires research, coordination, and adaptation from a number of sources. The work is reviewed for consistency with program policy and for effectiveness in meeting training/instructional program objectives.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 03 – Training Instructor: Bachelors Degree in related field; OR High School Graduate and five years related experience.

Level 04 – Training Instructor: Bachelor's Degree in related field and one year specialized experience equivalent to Level 03; OR Associates Degree or substantive Formal Training with certification of completion in related field, and five years specialized experience equivalent to Level 03.

Related experience is defined as practical experience in occupation, trade, craft or subject appropriate to the position to be filled. Military training and experience as instructor is qualifying experience for Instructor for ROTC training program.

A Bachelor's Degree in the field to be taught will also meet full qualifications for the position at the 03 Level.

The applicant's training and experience will show evidence of sufficient knowledge of the subject matter and ability to instruct in order to carry out the duties of the position. The following are examples of specialized experience, which may be credited:

Experience as a teacher or instructor.

1. Satisfactory completion of a formal course or on the job training, which includes practice teaching or instruction duties.
2. Performance of duties involving the supervision or on the job instruction of workers in the Field to be instructed.
3. Successful completion of a formal vocational training program for an occupation, trade, craft or other appropriate training for which the applicant demonstrated a marked aptitude for learning and applying the principles, practices and techniques of the subject.
4. Other specialized work or study experiences directly related to the position and at a level of difficulty, responsibility and scope to demonstrate the ability to perform the duties of the position for which he/she is being considered.

SUBSTITUTION OF EDUCATION:

Study successfully completed above high school level, including appropriate vocational schools, may be substituted for experience at the rate of one academic year of study for 9 months of experience, provided such study included at least 6 semester hours (or equivalent) in a subject directly related to the particular subject matter or functional option for which the applicant is being considered.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability. Some positions require physical activity associated with the training, field travel, and to attendance at meetings and conferences from the duty station.