

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2245100

Environmental Education Assistant, Grade 8	2245100
Environmental Educator 1, Grade 14	2243110
Environmental Educator 2, Grade 18	2243120
Environmental Educator 3, Grade 23	2243130
Environmental Educator 4, M-2	2243140

Brief Description of Class Series

Positions in this title series develop, conduct, and manage environmental education and interpretive programs for schools, educators, organizations, and the public. These positions are classified at the Adirondack Park Agency; the Department of Environmental Conservation; and the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Environmental Education Assistant: entry level; assists Environmental Educators 1, 2 & 3 in preparing and conducting environmental education programs by performing activities in accordance with program procedures, guidelines, and general practices; and may supervise volunteers, and support or seasonal staff.

Environmental Educator 1: full performance level; develops, conducts, and manages environmental education programs, courses, activities, and exhibits; and may supervise Environmental Education Assistants and other program, operational, and volunteer staff.

Environmental Educator 2: first supervisory level; supervises Environmental Educators 1, Environmental Education Assistants, and other operational and volunteer staff; plans, designs, and administers environmental education programs.

Environmental Educator 3: second supervisory level; supervises Environmental Educators 1 and 2; administers a major environmental educational and interpretive program and/or supporting facilities; and may serve as manager of a large environmental education and visitors' center that offers diverse programs for a wide range of visitors and educational groups.

Environmental Educator 4: manager; one-position class; oversees statewide environmental education program at the Department of Environmental Conservation.

Illustrative Duties

Environmental Education Assistant

Conducts environmental education programs by leading interpretive walks, preparing and teaching lessons, developing and presenting multimedia programs and conducting programs off site.

Plans, prepares, and builds displays, exhibits, and other teaching aids.

Assists in researching, writing, producing and distributing educational and promotional materials.

Makes arrangements for programs by suggesting program content, scheduling programs and volunteers and/or seasonal staff, registering participants, and preparing and ensuring the availability of materials and teaching aids.

Identifies and evaluates habitat conditions by collecting, inventorying, cataloging, and maintaining specimens, taking readings and measurements, and compiling data and other information.

Cleans, repairs, and maintains facilities, equipment, and exhibits; and assists supervisor in administering programs and facilities by preparing reports, training and supervising employees and volunteers, and performing other support activities.

Environmental Educator 1

Develops, conducts, publicizes, and evaluates environmental education courses and programs by preparing lesson plans for a wide range of ages and groups; developing teaching aids and exhibits, conducting courses, evaluating the effectiveness of programs, and revising and modifying courses in response to program needs, changes, deficiencies, and the needs of particular groups.

Develops, prepares, and revises environmental education programs, materials, multimedia programs, and exhibits by conducting research, developing themes and exhibits, preparing and writing informational materials and illustrations for publication, and maintaining and modifying exhibits, publications, multimedia programs, and other material.

Plans and conducts workshops for teachers and staff about environmental education programs and concepts.

Acquires, catalogs, and maintains specimens and other teaching materials for programs.

Plans and conducts special events and courses in support of environmental programs, including recruiting volunteers, planning, organizing, and publicizing events, contracting for equipment, performers, and presenters, and purchasing and preparing materials.

Develops interpretive programs for an assigned area or facility; recruits, trains, and supervises paid staff and volunteers.

Researches and surveys natural and environmental history and concerns; manages and administers collections and exhibits.

Works with representatives from schools, colleges, organizations, and the public to promote the facilities and programs; and performs a variety of administrative activities to support programs.

Environmental Educator 2

In addition to the duties described for Environmental Educator 1:

Supervises, designs, and plans environmental education programs for schools, teachers, special groups, and the public by assessing needs, developing plans and educational goals, overseeing and evaluating programs, requesting and allocating resources for program implementation, and developing alternate source of funding for programs.

Supervises and evaluates program staff; plans and supervises the training for teachers and agency staff; consults with schools, colleges, and public and private organizations to determine environmental education needs, develop and conduct programs, and coordinate programs among jurisdictions and agencies.

Evaluates current programs, teaching and publicity materials, exhibits, and collections, determines needs for revisions and modifications, and supervises the implementation of new and revised programs and materials.

Serves as liaison with and provides consultative services to other agencies, local governments, schools, colleges, and private organizations. Serves as a liaison and provides consultative services to friends organizations regarding the programming at the nature center under their supervision.

Develops and implements publicity to support programs; and manages an environmental program or environmental facility by directing programs, maintenance, and administration, including support activities and staff.

Environmental Educator 3

In addition to the duties described for Environmental Educator 2:

Supervises, plans, and manages the environmental and interpretive programs at a major environmental education and interpretive center or multiple centers, or for a major environmental education program.

Manages facilities and operations by supervising staff and programs, supervising facilities development and maintenance programs, preparing and administering the budget, recruiting, training, and evaluating staff, supervising records maintenance and report preparation, and ensuring that resources are available to conduct programs.

Develops environmental policy and programs to improve the public's understanding of an area's character and natural resources, explains policies and programs to staff, volunteers, and the public, and monitors compliance of programs staff and volunteers.

Develops, implements, and evaluates long-term goals for programs to ensure that they meet program needs, and modifies programs to meet changing priorities and needs; supervises, develops, and conducts environmental education and interpretive programs, including ongoing programs and special programs and events; and develops and administers public information programs about environmental education and interpretive programs.

Environmental Educator 4

Oversees all Agency environmental education program activities.

Develops the budget for program activities and monitors the expenditure of program funds throughout the fiscal year.

Oversees lower-level Environmental Educators and other staff members assigned to the environmental education programs. Advises staff members on environmental education program planning, implementation, and evaluation.

Provides training programs relating to environmental education and interpretation to professional organizations, and other government and environmental organizations.

Works with other agency bureaus and programs, as well as other State agencies on inter-agency environmental education programs.

Minimum Qualifications

Environmental Education Assistant

Open Competitive: one year of general experience in environmental education programs; or one year of college study with specialization in natural science, natural resources, or environmental education.

Environmental Educator 1

Open Competitive: four years of experience in environmental conservation in a professional or technical capacity or professional teaching of environmental education and one year of experience teaching about or interpreting the natural world.

Substitution: An associate degree in biology, ecology, environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education or a closely related field can substitute for two years of environmental conservation experience. A bachelor's degree in biology, ecology, environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education or a closely related field may substitute for the four years of the environmental conservation experience.

Environmental Educator 2

Open Competitive: four years of experience in environmental conservation in a professional or technical capacity or professional teaching of environmental education and two years of experience teaching about or interpreting the natural world.

Substitution: An associate degree in biology, ecology, environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education or a closely related field can substitute for two years of environmental conservation experience. A bachelor's degree in biology, ecology, environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education or a closely related field may substitute for four years of the environmental conservation experience.

Promotion: one year of service as an Environmental Educator 1.

Environmental Educator 3

Open Competitive: four years of experience in environmental conservation in a professional or technical capacity or professional teaching of environmental education and three years of experience teaching about or interpreting the natural world, including one year of experience in the administration and management of an environmental education or interpretive program.

Substitution: An associate degree in biology, ecology, environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education or a closely related field can substitute for two years of environmental conservation experience. A bachelor's degree in biology, ecology,

environmental education, environmental interpretation, environmental science, natural history, natural sciences, outdoor recreation or education, or a closely related field may substitute for the four years of the environmental conservation experience.

Promotion: one year of service as an Environmental Educator 2.

Environmental Educator 4

Promotion: one year of service as an Environmental Educator 3.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

06/2024

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