

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

EXTENSION EDUCATOR II

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise staff and to plan, execute, coordinate, and evaluate educational activities associated with the Rutherford County Extension 4-H Club Program and other Extension programs. Duties and responsibilities include supervising and coordinating staff work activities, planning and conducting Extension programs, marketing Extension programs within the community, establishing program goals and objectives, developing curriculum and teaching plans, teaching 4-H curriculum and/or other programs, evaluating effectiveness of programs, reporting program accomplishments, and providing information to clients and the public. Work may also involve assignment to a specialized program or specific function. Reports to Rutherford County Extension Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Plans and conducts Extension 4-H programs, seminars, meetings, and activities meeting the needs of eligible participants, regardless of race, color, national origin, sex, age, or disability as required by federal civil rights laws and regulations.

Develops curriculum and teaching plans for 4-H students in grades 4-12; teaches Extension 4-H curriculum in a classroom setting on a daily basis for six months of the year; conducts county-wide evening seminars for county youth; prepares/delivers programs for Extension 4-H Camp; prepares/executes programs for citizenship and leadership activities for Extension 4-H and youth; coordinates and teaches classes in topics such as babysitting, basic life support, or horsemanship techniques.

Serves as lead development strategist for monthly 4-H curriculum and teaching plans in county/city schools; coordinates team planning in relation to establishment of goals and approach to achieve goals; develops Plan of Work with long-term goals to focus daily teaching plans; determines target audiences, teaching methods, and expected accomplishments; prepares annual updates of Plan of Work; instructs 4-H staff members in public speaking techniques and delivery methods.

Aggressively markets 4-H programming to non-traditional urban audiences; plans, develops, and executes non-traditional 4-H programs outside the classroom to non-traditional audiences.

Coordinates selection and delivery of educational materials to be used in classrooms by 4-H participants; designs and prepares visual aids for educational programs; prepares video programs for clientele seminars on horticultural production and management.

Evaluates effectiveness of Extension 4-H Programs; monitors student enrollment, attendance, and performance; conducts audience surveys and obtains input from clients; evaluates audience needs and interest in programs; reports progress in meeting goals to stakeholders to summarize outcome of teaching and to promote future funding.

Rutherford County, Tennessee • Extension Educator II

Markets Extension 4-H and youth education programs to stakeholders and volunteer leaders, including superintendents, teachers, principals, volunteers, parents, sponsors, elected officials, community leaders, and other stakeholders and volunteer leaders; continually recruits and trains volunteer leaders to provide appropriate role models and leadership for county youth; obtains and maintains 4-H sponsorship from traditional and non-traditional sources as needed.

Markets Extension 4-H programming to other agencies and organizations as appropriate to expand the 4-H student's horizon of opportunities in leadership and citizenship development; develops citizenship/leadership skills for 4-H members via summer work programs and partnerships with professional community leaders such as attorneys, physicians, dentists, or elected officials.

Teaches and advises homeowners and industry professionals in areas of landscape and garden management, with emphasis on establishment, maintenance, problem identification, and problem resolution; assists in teaching Master Gardener Certification classes; teaches home owners proper techniques in pesticide sprayer calibration; teaches proper nutrition application for horticultural crops to prevent overuse of fertilizers and promote environmental water quality; conducts weekly live radio show broadcasts to receive calls from citizens and provide diagnosis of horticultural problems.

Visits client homes/sites to diagnose insect and disease problems in lawns, gardens, trees, and shrubs and to make recommendations for control measures; diagnoses homeowner back-yard pond water quality problems relating to residue levels for aquatic water life; operates diagnostic laboratory equipment and reports diagnosis to clients.

Plans and executes horticultural research plots with emphasis on lawn grasses, diseases, and insects; plans and executes horticultural field days and seminars for clients and the public to disseminate research results to stakeholders.

Communicates with agricultural specialists at university level in all areas of agriculture to attempt to analyze agricultural and horticultural production and management problems.

Serves as liaison between county 4-H students, university level specialists, and state elected officials regarding all areas of 4-H programming and citizenship development programming.

Conducts county, district, and state Extension 4-H programs and activities; coordinates community service projects; assists/trains other agencies and organizations as needed.

Coordinates and participates in special events/activities as appropriate; organizes/conducts yearly Interstate Exchange Program for 4-H youth; organizes and promotes June Dairy Day for county residents; markets the 4-H Program at booths during local festivals, relay races, or other events; serves as judge for various events at 4-H fairs and community events.

Coordinates public relations activities; prepares and delivers television programs relating to Extension 4-H program accomplishments for broadcast to the local market; prepares and delivers radio programs for local outlets; coordinates team preparation of newsletters, newspaper articles, and circular letters for publication.

Performs customer service functions in person, by telephone, mail, and e-mail; makes research-based agricultural/horticultural recommendations and provides assistance and information related to Extension programs, services, procedures, or other issues; responds to questions and complaints; researches problems and initiates problem resolution.

Rutherford County, Tennessee • Extension Educator II

Performs administrative tasks; prepares state progress reports for selected audiences; prepares annual federal civil rights reports for assigned audiences; obtains approval of sick/annual leave, travel, expense accounts, specialist assistance, and other administrative matters from Director.

Prepares or completes various forms, reports, correspondence, plan of work, progress reports, enrollment reports, attendance records, audience surveys, demonstration/test plot summaries, travel reports, travel authorization forms, leave reports, civil rights reports, newsletters, circular letters, newspaper articles, presentations, or other documents.

Receives various forms, reports, correspondence, plan of work, enrollment reports, attendance records, audience surveys, travel reports, travel authorization forms, leave reports, plant pathology entomology diagnostic reports, horticultural guides, handbooks, policies, procedures, laws/regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, bookkeeping, Internet, e-mail, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Operates various equipment associated with programs and work activities, which may include a motor vehicle, computer, printer, fax machine, copy machine, laminator, television, slide projector, overhead projector, video camera, digital camera, tape recorder, microphone, microscope, landscape/garden tools, power tools, calculator, or telephone.

Communicates with supervisor, employees, other departments, students, clients, parents, local businesses, community leaders, elected officials, source persons, the public, community agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, issues, methods, and other trends and advances in the profession; reads professional literature; maintains professional affiliations; attends in-services, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, setting up audio/visual equipment for seminars, tracking account expenditures, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Rutherford County, Tennessee • Extension Educator II

Master's degree in Home Economics, Agriculture, Horticulture, or a related field required; supplemented by three (3) years previous experience and/or training that includes 4-H Program coordination, home economics, agriculture, horticulture, education/training, program development, and public interaction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. May require possession and maintenance of valid Pesticide Applicator License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, temperature extremes, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. **SITTING**

Estimated Total Hours: 5 Maximum Continuous Time: 1

3. **LIFTING/CARRYING**

Objects:

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | X | | | | |
| 11-25 lbs | | | | X | |
| 26-50 lbs | | | | | |
| 51-75 lbs | | | | | |
| 76-100 lbs | | | | | |
| >100 lbs | | | | | |

4. **BENDING/SQUATTING/KNEELING**

Tasks: Setting up equipment and materials for training

Frequency: As needed.

5. **WORK CONDITIONS**

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | X | |
| Cold Temperatures | X | |
| Sudden Changes in Temperature | | X |
| Noise | | X |
| Fumes | | X |
| Cramped Quarters | | X |
| Cold Surfaces | | X |
| Hot Surfaces | | X |
| Sharp Edges | | X |
| Vibration | | X |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | X | |

| | |
|-----------------|-------------------------|
| Inside Building | <u> 90 </u> % of time |
| Outside | <u> 10 </u> % of time |

6. **OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | | X |
| Twisting | | X |
| Sweeping/Mopping | | X |
| General Cleaning | | X |
| Handling Trash | | X |

7. **LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Lap top and projector for trainings.

8. **HAND USE**

| Type of Use | Yes | No | Frequency |
|---|-----|----|-----------|
| Keystrokes | X | | daily |
| Grasp | | X | |
| Fine Motor i.e.: writing, twisting hands or wrist, etc | X | | daily |

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date