

# **RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**EXTENSION EDUCATOR I**

**FLSA STATUS:**

**EXEMPT LICENSED PROFESSIONAL**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, execute, coordinate, and evaluate educational activities associated with the Rutherford County Extension 4-H Club Program. Duties and responsibilities include developing curriculum and teaching plans, teaching 4-H curriculum in a classroom setting, conducting evening seminars for youth, reporting program accomplishments, and providing information to clients and the public.

## **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.**

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; designs and prepares visual aids for educational programs.

Develops Plan of Work with long-term goals to focus daily teaching plans; determines target audiences, teaching methods, and expected accomplishments.

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.

Markets Extension youth education programs to teachers, principals, superintendents, volunteers, parents, sponsors, community leaders, stakeholders, and other volunteer leaders; recruits and trains volunteer leaders; obtains 4-H sponsorship as needed.

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

Coordinates special events/activities as appropriate; organizes/conducts yearly Interstate Exchange Program for 4-H youth; organizes and promotes June Dairy Day for county residents.

Coordinates public relations activities; prepares newsletters and circular letters for distribution to clients; prepares and delivers radio programs for local outlets; prepares and delivers television programs as needed; prepares newspaper articles.

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

Assists with preparation of budgets for Extension 4-H Program.

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Prepares or completes various forms, reports, correspondence, plan of work, progress reports, enrollment reports, attendance records, audience surveys, 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, 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, calculator, or telephone.

Communicates with supervisor, employees, other departments, students, clients, parents, local businesses, community leaders, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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, educational topics, training methods, and other trends and advances in the profession; reads professional literature; maintains professional affiliations; attends in-services, workshops, and training sessions as appropriate.

### Assignment to Farmers Market Manager may involve the following additional functions:

Obtains a grant for \$2,500 to purchase marketing materials, signage, banners, recycling bins, and bike racks for the Rutherford County Farmers' Market (RCFM)

Designs new RCFM logo and graphics for all printed RCFM materials

Collaborates with Justin Gardner (MTSU), to develop a grant proposal for nearly \$100,000 that, if awarded, would allow for the following:

- Form a partnership between the RCFM and MTSU's School of Agribusiness/Agriscience
- Allow the RCFM to accept EBT (electronic food stamps), credit, and debit cards in 2012;
- Promote the RCFM EBT program to all EBT recipients in Rutherford County
- Create means to transport limited resource individuals from numerous locations in Murfreesboro to the RCFM; and
- Collect data from RCFM vendors and customers to determine impact of EBT program on vendor sales

Provides information to producers who attend the RCFM on such subjects as product marketing; grant opportunities; plant disease and pest issues; and ways to enhance their farm-based businesses

Conducts farm site visits to verify the production of goods sold at the RCFM

Builds Facebook fan page for the RCFM that contains general information on the market and its mission. This page is updated approximately 2-3 times per weeks with current market news, event promotions, and

even serves as a forum for questions about the market and vendors. Nearly 600 people follow the RCFM on Facebook.

Regularly monitor the online presence of the RCFM, updating the market's profile on a dozen different websites. Uses many of these sites to promote events at the RCFM (e.g., cooking and canning classes, gardening workshops, schedule changes).

Works extensively with the Master Gardeners to increase their presence at the RCFM, including creating a concessions area, start a composting program, as well as establishing a monthly garden workshop during market hours (First Fridays at the Market)

Identifies plants; diagnoses plant pest and diseases; and provides treatment options on specimens brought in by the public or as described by phone. Also submits samples to the UT Distance Diagnostics website.

Serves as advisor to the Rutherford County Sheriff's Office "Garden of Hope" project, providing expertise in the following ways/areas:

- garden site planning,
- vegetable and cover crops,
- organic gardening methods, and
- provides a detailed month-by-month garden maintenance calendar
- researches and makes recommendations on sustainable designs for the proposed greenhouse at the Sheriff's Office, providing information on such construction methods as passive solar orientation.

Develops landscape plans for numerous beds at the Lane-Agri Park

## **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**

High school diploma or GED; supplemented by college level course work or vocational training in home economics, agriculture, horticulture, or a related field (Bachelor's degree preferred); supplemented by 5 months previous experience and/or training involving 4-H Program coordination, home economics, agriculture, education/training, public interaction, work with children/youth, and personal computer operations; 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.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** 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 evaluation of information against measurable or verifiable criteria.

## 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 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 temperature extremes or traffic hazards.

### 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	

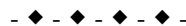
<b>Fine Motor i.e.: writing, twisting hands or wrist, etc</b>	X		daily
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**Exemption Status Test (Licensed Professional Employee)**

*~ The following questions to determine whether you've misclassified a worker as a learned professional:*

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		



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