

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent: Open Position

Date Written/Revised: 02-16-2018

CCE Classification Job Title: Association Resource Educator

Position #: TBA

Working Title (if different): Dairy and Livestock Educator

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Catherine Moore, Association Issue Leader

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervision responsibilities/direct reports.

Volunteer Supervision: Yes, No *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the Dairy and Livestock Educator for Cornell Cooperative Extension Association of Jefferson County and will provide program assessment, development, implementation and administrative direction, management and coordination to the Dairy and Livestock Program. This position will plan, develop, coordinate and implement programming for a menu of Dairy and Livestock programs and program activities. This includes implementation of educational programming in support of alternative animal agriculture, including sheep, goats, beef, bison, pork and poultry, etc. including all aspects of production and marketing. This position coordinates all activities within the Dairy and Livestock Program including: program assessment, development, implementation, and evaluation, reporting, and fiscal management. This position will develop, coordinate and evaluate educational resources and materials for appropriate programmatic use. Will work with Cornell University faculty in aspects of program and curriculum development as appropriate. Conducts and oversees education programs in both individual and group settings using a variety of modalities including workshops, seminars, demonstrations, interest groups, newsletters, farm visits and mass media. Coordinates and participates in the preparation of presentations, workshops and professional trainings for various community members and organizations. Develops and presents innovative educational programs on related topics and maintains positive working relationships with professional networks. Will utilize a variety of tools to analyze and evaluate program offerings and complete reporting and evaluation requirements for program accountability. Will make recommendations for programmatic change based on evaluation results.

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

- Master's Degree.
- Experience relevant to the role of the position.
- Valid NYS driver's license and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Demonstrated knowledge of subject matter appropriate to area of programming.
- Demonstrated ability to initiate, plan, organize, implement, teach and evaluate informal education programs through a variety of program delivery methods to reach individuals and groups.
- Demonstrated willingness to learn new subject materials.
- Demonstrated ability to communicate effectively through oral, written, and visual means.
- Demonstrated ability to relate to diverse audiences.

Reviewed and Approved by Extension Administration – 02-16-2018 – jas

- Demonstrated ability to use standard computer programs, including social media.
- Demonstrated ability to effectively participate in professional team efforts.

SUBJECT MATTER/BACKGROUND:

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| <input checked="" type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

Program Responsibilities:

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| Program Assessment | 20% |
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- Develop program needs assessment, analyze program needs and make recommendations for programming (new programs, enhancements or improvements to existing programs).
- Develop and maintain Extension/Cornell University faculty connections for guidance with program assessment.
- Ensure program assessment is within scope of the statewide Plan of Work.
- Design and implement plan and timeline to meet program assessment needs.
- Assist in multi-Association team efforts related to program assessment as appropriate.

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| Program Development | 20% |
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- Apply subject matter knowledge in the development of innovative Dairy and Livestock educational programming and strategies.
- Assist Supervisor in developing programs to meet multi-association needs and changing priorities when needed/appropriate.
- Develop innovative research and evidence-based Dairy and Livestock programming to address identified issues and ensure content conforms to the policies and objectives of Cornell University and this Association.
- Research, identify and select program resources as needed.
- Structure Dairy and Livestock program to meet the diverse needs of the community and program participants, including youth.
- Develop Extension/Cornell University faculty connections for guidance with program development.
- Make program changes as needed based on evaluation outcomes.
- Work in cooperation with team members to help develop programming for the Agriculture Program area.

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| Program Delivery | 20% |
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- Provide direct teaching and instruction in Dairy and Livestock Management, including, but not limited to the following topics: nutrition, herd health, reproduction, production records, milking management, replacements, and housing, utilizing established program resources and materials, and utilizing a variety of proven educational methodologies in program work.
- Provide direct teaching and instruction in alternative animal agriculture, including, but not limited to the following topics: sheep, goats, beef, bison, pork and poultry etc., including production and marketing.
- Implement and facilitate Dairy and Livestock Management educational programming for a menu of existing Agriculture programs in accordance with established program parameters, including, but not limited to: Animal facilities, quality assurance, animal comfort and welfare, health and animal production best practices to support marketing and profitability.
- Implement educational programs through workshops, seminars, demonstrations, interest groups, newsletters, farm visits, mass media and agri-business contacts utilizing established resources and per

established program parameters, and apply dairy and livestock subject matter knowledge to create lesson plans to deliver these educational programs as appropriate.

- Actively teach and participate in state-wide programs, such as, PRO-DAIRY.
- Apply in-depth subject matter knowledge to create lesson plans necessary to deliver high-quality educational programming.
- Provide educational program efforts via mass media.
- Deliver educational programs as a part of multi-association efforts when identified/appropriate.
- Work to foster acceptance of the Dairy and Livestock program, methods and policies while addressing community and individual needs and considering diverse audiences.
- Serve as a team member and cooperate with the entire Association and Agriculture Program staff to achieve Association delivery goals.
- Serve as subject matter expert in the area of Dairy and Livestock to staff and participants, community organizations and the general public.
- Directly teach and participate in non-agriculture, cross-programming efforts as appropriate.
- Represent Cornell Cooperative Extension of Jefferson County in a professional manner and communicate and cooperate with the public, agribusinesses, veterinarians, DHI Associations, Quality Management Production Service, feed dealers, agricultural Coordinator, government officials, community leaders, Cornell and/or other land grant universities as a part of program delivery.

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| Program Evaluation | 10% |
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- Implement program evaluation as designed.
- Apply subject matter knowledge to evaluate educational program offerings.
- Based on program parameters, interpret and analyze evaluation data.
- Make recommendations for improvement.
- Design/re-design or creation of the program evaluation framework.
- Assist the Regional Agriculture Team in evaluating and analyzing industry education needs.

Administrative Responsibilities:

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| Direction | 10% |
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- Work in cooperation with team members to help establish priorities and objectives for the Agriculture Program area.
- Interpret association program direction to plan educational programs in the Agriculture Program area.
- Plan the delivery of established Dairy and Livestock Program goals.
- Make program recommendations for consideration to the Supervisor as a part of the budget development process.
- Plan educational programs and program delivery initiatives in assigned programming areas.
- Assist in the planning and promotion major public events and programs (professional development opportunities, community events, group workshops).
- Assist in the planning and promotion of mass media efforts related to upcoming events and programs.
- Make recommendations to the Supervisor related to the Dairy and Livestock Program staffing plan as appropriate.
- Represent the Association to funding agencies and grant sources to negotiate and develop new sources of revenue and opportunities to meet program priority and clientele needs.
- In conjunction with the Supervisor, pursue and develop sources of funding both internally and externally and manage financial and human resources needed to deliver and sustain programs.
- In conjunction with Supervisor, develop implementation procedures to manage referrals, identify and communicate client educational needs that satisfy funding sources and achieve program goals.

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| Management | 10% |
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- Provide guidance and assist with problem solving when needed, in accordance with established practices and procedures.
- Identify and recommend Dairy and Livestock program needs to Supervisor.

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| Coordination | 5% |
| <ul style="list-style-type: none"> Assist in organizing and coordinating all program activities related to Dairy and Livestock Programming (professional development opportunities, community events, group workshops). Effectively maintain professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts. Effectively maintain professional competencies for self and program staff by staying current with professional journals and periodicals in the field, participating with Cornell University Updates and Research Briefs and maintaining a relationship with colleagues to ensure the most current and comprehensive education and training are provided. Work to coordinate research-based programming offerings that support the mission of Cornell Cooperative Extension of Jefferson County and meet the needs of the program participants. Assist in the coordination of effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts. Compile existing resources into educational program materials. Maintain updates, evidence-based lesson plans, charts, audio-visual aides for educating a wide range of audiences. Coordinate and contribute to media such as the Watertown Daily Times and Carthage Tribune for the Agriculture Program area. Participate and assist with Association and Agriculture staff meetings. Collect evaluation data and program needs assessments from program participants based on existing evaluation framework and guidelines. Responsible for recordkeeping, data entry, and program reports that support the Association, community, and Dairy and Livestock programming reporting requirements. This position may require the transport of program participants and/or program materials and resources. | |

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| Professional Improvement and Other Duties as Assigned | 5% |
| <ul style="list-style-type: none"> In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities. Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned. | |

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| Health and Safety | Applied to all duties and functions. |
| <ul style="list-style-type: none"> Support the association to maintain a safe working environment. Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard. Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. | |

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| EEO/EPO and Policy | Applied to all duties and functions. |
| <ul style="list-style-type: none"> Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public. Assist the Cornell Cooperative Extension system in reaching out to diverse audiences. Aware of, and adheres to, established Cornell Cooperative Extension Association of Jefferson County policies and procedures. Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner. | |

Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,
Protected Veterans, and Individuals with Disabilities.

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Moderate - beyond the program

INTERACTION WITHIN ASSOCIATION:

Provide guidance/coordinate activities/contribute to work groups

INTERACTION WITH VOLUNTEERS:

Provide information

INTERACTION OUTSIDE ASSOCIATION:

Conduct complex business; provide/receive/analyze/develop guidance and advice

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

None - No responsibility for others

COMPLEXITY OF WORK:

High - Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and addresses emerging organizational change

LEVEL OF DECISION-MAKING ACTIVITY:

Moderate - Within multiple functional areas

SUPERVISION RECEIVED:

Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

High/Substantial - Frequently writes extensive, non-standard responses based on specialized knowledge interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

WORKING CONDITIONS:

ESSENTIAL PHYSICAL REQUIREMENTS*:

Typically lifts 20 to 50 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

* Check applicable level after considering reasonable accommodations

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE



Skills for Success

(The following skills are essential for individual and organizational success.)

| Skills | Examples of Demonstrated Behavior |
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| Health and Safety | <ul style="list-style-type: none"> Support the association to maintain a safe working environment. Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards. Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. |
| Job Skills | <ul style="list-style-type: none"> Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks. Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge. Understands, interprets and applies regulations, policies and contracts to deliver effective results. Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables. |
| Inclusiveness | <ul style="list-style-type: none"> Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community. Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately. Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement. Actively supports work/life integration in the workplace. Recruits, hires and engages high performing diverse employees. |
| Adaptability | <ul style="list-style-type: none"> Anticipates and adapts to changing priorities and additional demands. Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future. Embraces, promotes and implements change. Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains. |
| Self-Development | <ul style="list-style-type: none"> Is self-aware; seeks and acts upon performance feedback. Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance. Works to continuously learn and improve. Applies learning to evolving assignments. |
| Communication | <ul style="list-style-type: none"> Expresses thoughts clearly, both orally and in writing. Demonstrates effective listening skills; seeks to understand and be understood. Asks questions and shares knowledge and information to help others clearly understand processes and desired results. Gives, receives and acts upon helpful and timely feedback. |
| Teamwork | <ul style="list-style-type: none"> Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust. Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies. Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work. Has a positive attitude and understands how behaviors impact others. |
| Service-Minded | <ul style="list-style-type: none"> Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers. Supports ideas, solutions and changes to processes to ensure high quality outcomes. Reaches out in a timely and responsive manner to resolve problems and conflicts. Negotiates well, finding and orchestrating win-win solutions. |
| Stewardship | <ul style="list-style-type: none"> Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency. Demonstrates high standards of personal conduct and owns the consequences of one's own actions. Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making. Shows commitment to unit and Association goals and delivers results. |
| Innovation | <ul style="list-style-type: none"> Looks for advancements in products, processes, services, technologies or ideas. Identifies opportunities in challenges and shows initiative to make changes. Demonstrates innovative, creative and informed risk taking. Shows foresight and imagination to see possibilities, opportunities and trends. |