

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 05-16-2017

**CCE Classification Job Title:** Association Temporary Program

**Position #:** TBD

**Working Title (if different):** Teacher Tutor

**FTE:** 12.5%

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Rachel Thomas, Association Program Coordinator II

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* The position incumbent has no supervisory 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 a Teacher Tutor for Cornell Cooperative Extension Association of Jefferson County in support of the 21<sup>st</sup> Century Community Learning Center (CCLC) Program and will provide intensive remedial assistance as well as assistance with homework to students enrolled in the 21<sup>st</sup> CCLC Program during the academic study portion of the program. The 21<sup>st</sup> CCLC Program provides comprehensive youth development opportunities for youth in grades K-12 from the school district. The Teacher-Tutor will coordinate with other Program Educators and the Program Coordinator to implement this portion of the program. This position will represent Cornell Cooperative Extension to the general public, community leaders and government officials in a professional manner. Will appreciate and embrace diversity in all interactions with clientele, staff, volunteers, and the public. This position is responsible for carrying out other professional duties as assigned to fulfill the policies and priorities of the Association. This position will support the Association to maintain a safe working environment and act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. This position supports and complies with affirmative action policies and procedures and the Americans with Disabilities Act.

**REQUIRED QUALIFICATIONS:**

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

- Bachelor's Degree, preferably in Education.
- 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 meet acceptable background check standards (After-School Checks – Grant Based).
- Ability to meet all School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing requirements (i.e. Tuberculosis Test, physical exam, training requirements).
- 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 ability to organize, implement, and teach informal educational programs.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to participate in professional team efforts.
- Demonstrated ability to use standard computer programs.
- Demonstrated initiative, reliability and dependability.
- Demonstrated ability to work with people of diverse ages, socioeconomic, and ethnic backgrounds

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <input 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 checked="" type="checkbox"/> 4-H Youth Development and Children, Youth and Families        | <input type="checkbox"/> Facility               |   |

*Reviewed and Approved by SBN HR Team – 05-16-2017 – jas*

**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:**

<b>Program Delivery</b>	<b>90%</b>
<ul style="list-style-type: none"> <li>• Work in cooperation with Program Educators and Program Coordinator to implement the academic/study portion of the program.</li> <li>• Communicate and cooperate with school personnel to foster intentional instruction and to address the needs and interests of participating youth.</li> <li>• Help to identify program needs to enhance the academic/study portion of the program, and address academic needs of program participants.</li> <li>• Work with Program Educators and Program Coordinator to make appropriate referrals as needed.</li> <li>• Serve as a team member and cooperate with the After-School Program staff to achieve Association and After-School Program goals.</li> </ul>	

**Administrative Responsibilities:**

<b>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Under the direction of the After-School Program Coordinator, coordinate and assist with program projects and program outreach efforts as instructed per already established program parameters.</li> <li>• Provide administrative assistance in the completion of reports as required by the funding sources and/or the Association.</li> <li>• Effectively communicate with parents of school districts as needed to achieve program goals.</li> <li>• Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.</li> </ul>	

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Participate in required trainings to meet School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing regulations.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

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

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

**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:**

Low - within program

**INTERACTION WITHIN ASSOCIATION:**

Assist others; provide/obtain cooperation

**INTERACTION WITH VOLUNTEERS:**

Provide information

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

None - No responsibility for others

**COMPLEXITY OF WORK:**

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**

Low - Within program/functional area

**SUPERVISION RECEIVED:**

High - General supervision

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Low - Uses basic business/technical programs/applications to perform responsibilities

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