

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

Current Incumbent, if any: Open Position

Date Written/Revised: 06-06-2018

CCE Classification Job Title: Association Program Educator II

Position #: TBD

Working Title (if different): Family Development Program Educator

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Leslie Cherry, Association Resource Educator

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

Volunteer Oversight: No Yes (*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 Family Development Program Educator for Cornell Cooperative Extension Association of Jefferson County and will implement Family Development programming for a menu of existing Family Development educational programs and activities at Army Community Services (ACS) on Fort Drum. This position will be responsible for the delivery of established Family Development programming in support of Army Community Services (ACS) programs and activities, both on-site and off-site in accordance with the Fort Drum Program Area's Plan of Work to include, but not limited to: one-on-one teaching, tours, and group workshops. This position will also coordinate all administrative aspects of the Family Development Program and will assist the Fort Drum Program Manager and Family Development Subject Educators with marketing efforts for Family Development Programming. This position will support program activities and requirements consistent with Army Community Services (ACS) and program accreditation standards.

REQUIRED QUALIFICATIONS:

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

- Associate's Degree in social work, psychology, marriage and family, child counseling, behavioral science, education, community health, public health or equivalent education (GED/High School Diploma and 1 year transferrable program/functional experience).
- Experience relevant to the role of the position.
- Minimum of two (2) years of experience in family and children's services or community organizations.
- Minimum of one (1) year experience in domestic/family violence education/prevention.
- 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 (Governmental checks – Grant Based).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Familiarity with parenting education, family and child development, and military life.
- Familiarity with issues revolving around poverty, families at risk, and domestic violence.
- Familiarity with community, social and human services organizations, employment services and resources.
- Demonstrated ability to utilize program resources within the Fort Drum and general community.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.

- Demonstrated ability to work with people of diverse ages, socioeconomic, and ethnic backgrounds.
- Demonstrated ability to relate professionally to co-workers, customers, volunteers, and community leaders.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.

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 checked="" 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, which can be performed with or without reasonable accommodations. 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.)*

⊕ Please refer to the [Program](#) and [Administrative](#) job category profiles.

Program Responsibilities:

Program Delivery	80%
-------------------------	------------

- Utilize established program resources and materials in program work.
- Teach the existing educational program as defined. Program topics include, but are not limited to: Scream Free Marriage, Scream Free Parenting, Stress Management, Anger Management, Parenting After Separation or Divorce, Creating a Kid Friendly Healthy and Safe Living Environment, etc.
- Work to foster acceptance of the Family Development Program, methods and policies while addressing community and individual needs and considering diverse audiences.
- Utilizing already-established materials, serve as subject matter resource in discipline and provide standard responses.
- Per already established program parameters and utilizing existing resources, assist in providing educational programming of child abuse and neglect, domestic violence prevention (i.e. Community and Troop Education Program, Parenting Skills Education Program, Preventative Education Program through Stress Management and Anger Control, etc.).
- Under the direction and oversight of the Fort Drum Program Manager, occasionally apply established subject matter knowledge to create lesson plans as identified to deliver educational programs.
- Assist in providing Family Development educational programs via mass media.
- Implement already-established Family Development educational programming and activities in support of other Fort Drum programming efforts as identified/needed to support the established Plan of Work.
- Serve as a team member and cooperate with the entire Association and Fort Drum Program staff to achieve Association program delivery goals.

Program Evaluation	10%
---------------------------	------------

- Implement program evaluation as designed.
- Assist in the interaction with program participants to obtain evaluation data, to include: evaluating effectiveness of all Family Development programs.
- Assist Fort Drum Issue Leader and Family Development Subject Educators in the process of analyzing program data, and based on that analysis, make recommendations for improvements in program offerings.
- Assist in the communication of evaluation findings to constituents as appropriate.

Administrative Responsibilities:

Coordination/Operation	5%
<ul style="list-style-type: none">• Compile, edit and format existing program resources and program materials.• Compile, tally and format evaluation data from program participants based on existing framework.• Provide input to Fort Drum Program Manager and Family Development Subject Educators for program budget preparation and submit program expense reports.• Assist in utilizing 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.• Assist in submitting accurate and timely reports related to program assessment and accountability that are fully integrated into the comprehensive evaluation, accreditation and accountability activities of ACS and the Association.• Organize and coordinate activities related to Family Development Programming (i.e. Play Group, Baby Bundles, Baby Palooza, etc.).• Provide administrative support as needed, such as preparing correspondence and maintaining files, etc.• Effectively maintain professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.• This position may require the transport of program materials and resources in performing position responsibilities.	
Professional Improvement	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 and Association priorities.• Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.• Participate in required orientation programs; work with supervisor and work team staff to gain pertinent skills and information for specific on-job skills.• Attend relevant in-service education programs.	
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 with 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.	
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, procedures and Cornell Cooperative Extension Skills for Success.• 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.

Reviewed and Approved by Extension Administration – 06-06-2018 - jas

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
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.