CORNELL COOPERATIVE EXTENSION
EDUCATOR STAFF POSITION DESCRIPTION

The job title classification will be determined in accordance with the Position Classification Process. Please refer to prior to completing this document.

Current Incumbent, if any: 
Classification Job Title: 
Working Title (if different): 
County Association: 
immediate Supervisor’s Name and Classification Job Title: 

POSIXON SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

This position is classified as an Association Program Educator II in the Healthy Living Program Area, and will serve as the Nutrition Teaching Assistant for Cornell Cooperative Extension Association of Clinton County. This position is responsible for support to the organization within the limits of established policies, guidelines and/or procedures. Under the direct programmatic oversight of the Youth & Family Team Leader, this position will implement educational programming, utilizing research-generated knowledge, techniques and activities in youth health and wellness education to improve healthy food and lifestyle choices among youth throughout Clinton County. The educator will utilize a variety of delivery methods (i.e. one-on-one visits, group classes, workshops) and established research-based curriculum and resources in all programming efforts. This position will be responsible for direct implementation of the Expanded Food and Nutrition Education Program (EFNEP) and Choose Health classes. This position may provide data entry and management of participant data, requiring confidentiality. The Educator will ensure the educational programs reflect the diversity of people in Clinton County, and that they conform to the objectives and mission of this Association. 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.

- Associate's Degree and 2 years related volunteer or work experience; or equivalent combination of education and experience.
- Possession of a valid NYS driver license or the willingness/ability to obtain, and the ability to have and maintain a satisfactory driving record.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

- Coursework in Nutrition, Human and/or Youth Development highly preferred.
- Training and familiarity in “Navigating for Success’ and ‘Choose Health’ Programming.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to facilitate nutrition and related subjects, provide relevant educational lessons and provide hands-on activities effectively to target audiences (youth and adults) both individually and in group settings.
- Familiarity with the Clinton County community.
- Experience working successfully with youth, and understand the process and support for positive youth development.
- Experience working successfully with limited resource, culturally-diverse populations.
- Demonstrated strong organizational skills and ability to prioritize and manage multiple tasks.
- Proficient with Microsoft Office applications, including: Microsoft Word, PowerPoint, Excel.
## Skills for Success
(The following skills are essential for individual and organizational success.)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
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| **Health and Safety** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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. |
**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. Estimate of % will vary with needs and changing priorities.

<table>
<thead>
<tr>
<th>Program Management and Coordination</th>
<th>Approximate % of time, Annualized</th>
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<tbody>
<tr>
<td>• Gather participant input (routine data collection and entry in established program software), maintain accurate records of class participation, and prepare all paperwork as required by the program evaluation process.</td>
<td>15%</td>
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<td>• Assist supervisor to coordinate program needs with community collaborators.</td>
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<tr>
<td>• Function as a member of a team, serving an identified population in a geographic area. Collect data from this area and clients for program accomplishments and learner needs.</td>
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<tr>
<td>• Assist in marketing and recruiting efforts as identified and contribute to improving program operations.</td>
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<tr>
<td>• Complete reports for accountability and evaluation; assist in achieving objectives of the Food and Nutrition Education and Choose Health Programs.</td>
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<tr>
<td>• May serve as a lead person for team of program educators and/or assistants/volunteers involved in local program efforts.</td>
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<tr>
<td>• Maintain and follow all confidentiality protocols regarding all program participants as established by Cornell Cooperative Extension of Clinton County.</td>
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<td>• Be aware of and adhere to all Cornell Cooperative Extension of Jefferson County’s Policies and Procedures.</td>
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<td>• Inform participants of other Extension programs, community agencies and services as appropriate.</td>
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<th>Subject Matter Resource and Program Delivery</th>
<th>70%</th>
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<tr>
<td>• Utilizing established USDA, FSNE and Cornell Cooperative Extension training and resources, educate limited resource individuals and families in dietary quality, food resource management, food safety and parenting as it relates to parent-child feeding relationship.</td>
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<tr>
<td>• Continually assess audience and market the program to potential participants and funders.</td>
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<tr>
<td>• Provide nutrition education based on established, approved curriculum to promote individuals, families, and youth developing healthy lifestyles including physical activity.</td>
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<td>• Deliver other youth and family-oriented programming as local needs evolve.</td>
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<td>• Involve families as appropriate in programs.</td>
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<tr>
<td>• Draw upon Cornell University program resources to address clientele needs.</td>
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<tr>
<td>• Provide lessons for both individuals and groups at nutrition sites, Farmer’s Markets, homes or other locations as needed.</td>
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<tr>
<td>• Carry out assignments and other duties as assigned by supervisor, including, but not limited to: health fairs, community activities, etc.</td>
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<td>• Develop and maintain a good working relationship with participants, families and Cornell Cooperative Extension staff members.</td>
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<td>• This position will be required to drive for work purposes.</td>
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<th>Research and Program Evaluation</th>
<th>5%</th>
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<td>• Gather participant data for program evaluation purposes.</td>
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<tr>
<td>• Contribute to compiling and preparing written reports on impacts and accomplishments as required by the grant/contract and Cornell University.</td>
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<th>Administrative Management (Finance, Budget)</th>
<th>5%</th>
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<td>• Track and submit expenses monthly based on established policy, procedures and program guidelines.</td>
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<tr>
<td>• Follow program area protocol to purchase and track food and recipe expenses for programs.</td>
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EEO/EPO

- Assist Cornell Cooperative Extension in reaching out to diverse audiences
- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.

Professional Improvement

- In cooperation with Supervisor, jointly develop and pursue a professional development plan as a means to increase competencies relative to the position
- Participate in orientation and relevant educational opportunities related to job duties as identified.
- Participate in scheduled meetings with Supervisor and team members for nutrition updates and resource sharing.

Additional Comments: Use extra pages if necessary.

Special Requirements

- Must have the ability to work flexible hours, which may include evenings.
- Must have the ability to meet the travel requirements of the position.

Reporting Relationships

- Direct programmatic supervision will be provided by the Youth & Family Team Leader.
- Employee supervision will be provided by the Executive Director.
For each factor below, check the phrase that best fits the characteristics of this position. Please double-click the appropriate box and then choose the option “Checked”.

Minimum Education Equivalency:
- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate’s Degree
- Bachelor’s Degree
- Training beyond Bachelor’s, less that Master’s Degree
- Master’s Degree
- PhD/EdD/JD/ or LLB

Minimum Job-Related Experience:
- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

Accountability Through Scope of Impact:
- Limited; immediate work group/association
- Moderate; beyond the association
- Substantial; beyond association
- Significant; beyond State CCE System/Association

Interaction Within Association:
- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

Interaction with Volunteers:
- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

Interaction Outside Association:
- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

Directing Others:
- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Manages, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

Essential Physical Requirements:
- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

Visual:
- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

Hazards:
- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

Complexity of Work / Decision-Making:
- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

Scope of Decision-Making Activity:
- Functional area within association or minimal staff/employee effect
- Multiple functional areas with limited staff/employee effect
- Entire association or moderate staff/employee effect
- Several associations or significant staff/employee effect

Direction Received:
- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

Support Skills-Writing
- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

Support Skills-Computer
- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and Information Technology Infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

Working Conditions

* Check applicable level after considering reasonable accommodations.