

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Extension Program Assistant II

Class Code: 8352

Pay Grade: 506

GENERAL CLASS DESCRIPTION:

Under general supervision, position assists in conducting extension education programs. Adapts lessons and materials; organizes special program groups; and assists with planning, directing and coordinating educational programs to specifically identified audiences.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares, presents, and adapts lessons and other educational materials to address specific issues of individuals or small groups.
2. Adapts curriculum and education materials within expectations for use in a variety of teaching modes (including virtual platforms) and to suit participant needs and skill level.
3. Meets with organized groups such as service clubs, senior citizens, and community clubs to present informational programs.
4. Organizes special groups, activities, and events such as a segment of an educational program for specifically identified audiences.
5. Maintains appropriate records of participants' progress and prepares reports.
6. Extends information through a variety of methods such as demonstrations, pamphlets, seminars, video conferences, phone calls, emails, etc. to clientele within specifically identified audiences.
7. Recruits program participants and volunteers.
8. Participates in regular conferences and training as scheduled either in-person or virtually.

9. Decides on meeting facilities (either in-person or virtually), sets dates and times for classes, collects, and organizes educational materials, and makes appointments with participants. Adapts educational strategies and material choices for an online format as necessary.
10. May assist professional staff members in the training of newly employed assistants, volunteer leaders, and leadership committees.
11. Maintains confidentiality of records and participant information.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of community resources.
2. Knowledge of issues and facts relating to the educational program.
3. Knowledge of basic arithmetic skills, i.e., addition, subtraction, multiplication, division, percentages, fractional numbers, decimals, etc.
4. Knowledge of human development.
5. Skill in adapting program materials to address special needs of the audience.
6. Ability to read, understand and execute oral and written instructions.
7. Ability to keep accurate records.
8. Ability to communicate with a variety of people.
9. Ability to transport educational materials necessary for the job to the seminar site.
10. Ability to assist with the training of others.
11. Ability to use time management skills.
12. Ability to learn and use virtual platforms for meetings or lessons.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of experience as an Extension Program Assistant I or equivalent work experience, or
2. Any combination of experience and education from which comparable knowledge and ability can be acquired which totals one year.
3. Requires ability to travel to various locations in order to conduct extension education programs.

REVISION EFFECTIVE: September 1, 2022