POSITION DESCRIPTION

Extension Supervising Educator

BASIC FUNCTION/RESPONSIBILITY

As part of MSU Extension (MSUE) and the [INSERT NAME OF INSTITUTE] Institute, this position provides expertise in <INSERT FOCUS AREA> by conducting programming and leading, managing and supervising MSU Extension paraprofessional staff in their programming efforts. As a supervisor, this position ensures that the needs and goals of the Institute, MSU Extension and grantors are being met; works with staff to ensure that programming with individuals and community groups meets the needs of the clientele and is in alignment with funder and/or MSU Extension Institute expectations; guides staff as they design (as appropriate), implement and evaluate programming efforts; ensures dissemination of research-based curricula and information; and serves as an informational resource for Extension Personnel and clientele.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Assist with new paraprofessional staff recruitment efforts;
- Train, mentor and evaluate staff, ensuring the requirements and objectives of their programming, including the appropriate use of grant funds are met;
- Act as a resource to direct reports as they develop, conduct and assist with the development and evaluation of innovative programs that meet current and projected needs of <INSERT FOCUS AREA>;
- Ensure, as much as possible, a fair and attainable workload of staff;
- Conduct educational programming that meets the requirements of this position;
- Communicate and interact with community groups to evaluate the needs of clientele;
- Serve as an information resource to direct reports, partners, clientele and Extension staff;
- In concert with the MSUE work team(s), work with federal, state and county agencies to complete needs assessment of the community and develop effective programming;
- Create and promote positive public relations for MSU Extension and the Institute(s);
- Provide information and guidance to staff regarding opportunities for learning through the use of mass media, group meetings, workshops and individual contacts;
- Author, produce and submit regular research-based educational articles;
- Actively participate in professional development opportunities;
- Work with colleagues, on a regular basis, to review and make needed changes/updates to curriculum and program offerings to meet the needs of diverse participants across race, gender, socioeconomic class, disabilities and other differences or to address community specific needs;
- Prepare and submit cohesive reports as required for internal and external purposes;
- Work to ensure that community needs assessments, program development and recruitment efforts include the engagement of Michigan’s diverse residents across race, gender, socioeconomic class, disabilities and other differences;
- Understands and implements Civil Rights policies and procedures;
• Other duties or projects as assigned by the Institute Director.

SUPERVISION RECEIVED FROM

Institute Director

RESPONSIBILITY FOR THE WORK OF OTHERS

Responsible for supervision of assigned paraprofessional staff, including assisting with recruiting efforts, coordinating workload, providing performance feedback, training and professional development, referring employees to appropriate sources of information, addressing concerns and pursuing corrective/discipline options when necessary.

WORK ENVIRONMENT

This position requires driving as a regular part of the position; carrying educational materials, equipment, etc. up to 25 lbs.

QUALIFICATIONS

• Master’s degree from an accredited institution in <INSERT APPROPRIATE FIELDS OF STUDY>;
• 3-years’ experience in Extension program delivery or demonstrated ability and skill in educational program planning, implementation and evaluation (relevant experience acquired within the last 5-years preferred);
• Supervisory experience, at least 2-years preferred;
• Ability to carry out all functions of staff management, remotely;
• Ability to create and carry-out a project plan from research of initial concept to project completion and follow-up;
• Experience with marketing/promotion of educational programs;
• Strong interpersonal, oral and written communication skills;
• Experience and proven ability working productively with a team;
• Proficiency in use of technology (e.g. web research, Microsoft Word, Excel, PowerPoint, Outlook for mail/calendaring, distance technology, etc.) for day-to-day work and educational program delivery, record keeping, reporting, team-based communications and overall management;
• Demonstrated success in program development and delivery to diverse audiences/communities including but not limited to race, gender, socioeconomic class, disabilities and other differences;
• Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach;
• Demonstrated commitment to diversity and inclusivity in the area of recruiting, supervision and other employment-related matters;
• Understanding of and ability to implement Civil Rights principles and compliance standards.

DESIZED QUALIFICATIONS

• 1-year demonstrated ability to manage staff remotely.
ADDITIONAL REQUIREMENTS

Ability to regularly travel within the assigned area and surrounding communities, as well as occasional travel outside the assigned area in order to perform duties of this position.

SPECIAL INSTRUCTIONS TO APPLICANTS

Applicants should include the names and contact information (including email addresses) of four professional references with the cover letter.

This position is a full-time, end-dated appointment renewable annually based upon successful performance and continued funding.