

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title:** Assistant Extension Agent

**Exempt Status:** Exempt

**Pay Grade:**

- **Job Summary:** Administratively responsible to and supports program work of County Extension Agent. Primarily a training position, shadowing and learning from an experienced staff. Attend meetings, educational events and activities in their primary area of focus and all 4-H events possible. In addition, provide primary leadership to identified program efforts.

### Essential Duties and Responsibilities

- \* Program Implementation: (1) Assist in developing curriculum of educational programs and teaching and instructing the planned educational programs and activities in assigned program areas. (2) Support and assist in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities. (3) Provide leadership or serves in a support role in implementing educational programs which address critical issues and/or emerging needs. (4) Engage local volunteer leaders to enable them to effectively perform their duties while serving on committees, clubs, and/or organizations. (5) Utilize a variety of teaching methods, strategies/techniques, activities, and materials in conducting educational programs. (6) Comply with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of Texas A&M AgriLife Extension Service in conducting Extension educational programs. (7) Work with and supports Extension-sponsored groups, such as 4-H clubs, Texas Extension Education Association clubs, and master volunteer groups toward the achievement of increased participation and strengthened programs. (8) Follow system and agency guidance to ensure participant safety in camps and programs for minors. Work with others to ensure a safety environment for participants in camps/programs for minors.
- \* Program Planning: (1) Assist with planning committees, task forces, groups, and organizations to conduct educational programs, instruction and other activities. (2) Assist with comprehensive educational program curriculum, which address base programs, critical issues and clientele needs. (3) Assist with evaluation strategies for educational directed programs and significant program activities. (4) Assist regularly with the total staff to coordinate programming efforts. (5) Coordinate and collaborates with other agencies, groups and organizations to plan educational programs.
- \* Program Evaluation: (1) Utilize appropriate evaluation strategies/techniques to determine the progress of programs in reaching the objectives of the county program. (2) Utilize evaluation results to make program revisions and modifications. (3) Utilize evaluation data and program outcomes to interpret program impacts to elected officials, key leaders and stakeholders.
- \* Reporting and Interpretation: (1) Maintain appropriate communications with county, district, and administrative staffs to facilitate comprehensive understanding of the county program. (2) Prepare monthly, annual and special reports and outcome program summaries to demonstrate results of planning, program accomplishments, and changes in behavior resulting from the educational programs. (3) Assist with multiple interpretation events for county and state elected officials to report on program accomplishments and outcomes.
- \* Individual Development: (1) Develop a long-range professional improvement plan with the appropriate District Extension Administrator and appropriate input from Regional Program Leaders. (2) Develop annual individual development plan which addresses short term professional improvement needs and career goals. (3) Participate in formal and informal training opportunities to increase knowledge and skills and maintain technical competencies. (4) Maintain a neat office which facilitates effective working conditions and presents a favorable image. (5) Participate in regularly scheduled county staff conferences to coordinate plans, activities, and joint work to promote staff teamwork and to make the best use of each agent's time. (6) Keep informed on and comply with the Equal Employment Opportunity Program of Texas A&M AgriLife Extension Service. Cooperate with the county coordinator and other staff members in the development and implementation of an EEO Action Plan for the county office unit.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### Additional Responsibilities

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Other job related duties as assigned.

### Minimum Requirements

*Education* – Bachelor's degree.

*Experience* – No experience required.

### Knowledge, Skills, Abilities

Ability to effectively use personal computer. Ability to effectively communicate with faculty, students and staff.

### Registration, Certification, or Licensure

None.

### Supervision Received/Given

**Received:** Specific guidance with respect to objectives of the program and periodic review of production results and clientele interactions.

**Given:** Initial explanation of work assignments and program objectives and periodic review of performance efforts and results.

### Other Requirements

Ability to multitask and work cooperatively with others.

Note to candidate:

- Selected applicants must be willing to commit to the position for a period of 10 to 18 months, with very little flexibility beyond these dates.
- They may begin applying for CEA positions after 9 months in the training position. At the end of the 24-month period, they will be required to move to a permanent county position or resign and wait on a suitable position to apply for (at which time they will be external applicants).