<table>
<thead>
<tr>
<th>Job Level</th>
<th>Entry</th>
<th>Intermediate</th>
<th>Experienced</th>
<th>Advanced</th>
<th>Expert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Community Education Specialist 1</td>
<td>Community Education Specialist 2</td>
<td>Community Education Specialist 3</td>
<td>Community Education Specialist 4</td>
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<tr>
<td>Job Code</td>
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<td>Tracking Code</td>
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<td>A1013</td>
<td>A1014</td>
<td>A1280</td>
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<td>Per. Program</td>
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<td>PSS</td>
<td>PSS</td>
<td>PSS</td>
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</tr>
<tr>
<td>FLSA</td>
<td>Non-Exempt</td>
<td>Non-Exempt</td>
<td>Exempt</td>
<td>Exempt</td>
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</tr>
</tbody>
</table>

**Generic Scope**

- Entry-level professional with limited prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments that are initially routine in nature, requiring limited judgment and decision making. Employees at this level are expected to acquire the skills and knowledge to perform more advanced work following an agreed upon time in position, through defined training and development planning.

- Intermediate: Professional who applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

- Experienced: Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems / issues of diverse scope and determines solutions.

- Expert: Technical leader with a high degree of knowledge in the overall field and recognized expertise in specific areas; problem-solving frequently requires analysis of unique issues / problems without precedent and / or structure. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy.

**Custom Scope**

- Uses professional community educational program concepts to deliver standardized educational and volunteer educational programs. Applies established procedures and programs to address county program educational needs that are limited in scope. Follows standard practices in analyzing program content and delivery needs and determining effectiveness of current programs. Receives detailed instructions on all assignments.

- Uses professional community educational program concepts to deliver and enhance standardized educational programs and volunteer educational programs as needed. Analyzes program content and delivery needs to determine effectiveness of current programs and identify underrepresented constituencies in the community. Participates in recruitment and outreach activities for assigned program.

- Uses skills as a seasoned, experienced community educational and volunteer educational management program professional to resolve a wide range of educational program issues and needs assessments. Develops new community educational programs, and works on complex community educational programs or volunteer educational management programs of diverse scope. Demonstrates good judgment in selecting methods and techniques for delivering courses, presentations and development programs. Receives general instructions and exercises judgment in selecting methods and techniques for course and instructional improvement. Fully knowledgeable in

- Uses advanced technical expertise and program management concepts to analyze and develop state-wide training deliverables and evaluate progress towards goals and objectives. Works on highly complex program training issues, where analysis of situations requires an in-depth evaluation and understanding of program strategies and objectives. Exercises judgment in selecting methods and techniques for program development, data analysis, and progress. Serves as "lead" and subject matter expert.
**Job Family** | Educational Services  
**Job Function** | Community Education Services  
**Category** | Professional  

**Job Summary**
Involves designing, conducting, managing, and evaluating community educational and development programs in partnership with educational institutions county-based agencies, organizations and services. Collects enrollment data, maintains education curricula inventory, and evaluates program results. Functions as a community resource, provides leadership to volunteers and acts as subject matter expert for assigned program.

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<tr>
<td>Key Resp 01</td>
<td>Under direct supervision, prepares and delivers standardized community education lessons and activities and / or manages a volunteer education program.</td>
<td>Under general supervision, organizes and conducts existing community educational courses and / or manages a volunteer education program and assists in the development of new programs and course materials.</td>
<td>Plans and develops new programs and curriculum, and adjusts existing courses and curriculum in a continuing education environment.</td>
<td>Develops new statewide outreach and program curriculum. Identifies opportunities, prepares action plans, and identifies strategies for measuring project results. Synthesizes available scientific and policy resources to develop training programs.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 02</td>
<td>Researches participant data to enhance program delivery and outcomes.</td>
<td>Assesses presentation / course results through student and participant evaluations and levels of interest shown and recommends appropriate changes.</td>
<td>Actively participates in long-range strategic planning for community educational programs.</td>
<td>Coordinate / manage long range strategic planning for statewide community education programs.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 03</td>
<td>Assists other program staff to recruit program participants to meet established enrollment and outcome requirements.</td>
<td>Assists in developing strategic market plans and targets audience.</td>
<td>Participates in developing strategic market plans and target audiences.</td>
<td>Consults with and participates in management team steering committee regarding program activities, outreach and extension.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>Tracks and maintains required program-related paperwork, inventory, activity reports, and other documentation.</td>
<td>Utilizes evaluation tools for courses, instructors and programs to evaluate and adjust course curriculum or presentation.</td>
<td>Evaluates prospective program partnerships.</td>
<td>Identifies and appoints science and industry subject matter experts to program team.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 05</td>
<td>Assists with planning special events in collaboration with program leadership and community partners, and works to establish relationships with new partners.</td>
<td>Assists in planning and scheduling course offerings and identifying course topics.</td>
<td>Recruits, selects, orientates, evaluates and supervises qualified course and program instructors.</td>
<td>Coordinates user reviews of draft materials. Develops user requirements for interactive decision support tools and interfaces.</td>
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</tr>
<tr>
<td>Key Resp 06</td>
<td>Participates in approved training and developmental activities to learn and maintain programmatic and subject matter competence.</td>
<td>Assists in developing, preparing and reconciling budgets for program.</td>
<td>Identifies and develops evaluation tools for courses, instructors and programs.</td>
<td>Independently gathers and analyzes complex scientific and statistical data to provide results to program leadership.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 07</td>
<td>May provide assistance to volunteers.</td>
<td>Assists in conducting analysis, prioritizing work assignments and developing program recommendations.</td>
<td>Evaluates and adjusts course curriculum through student / participant evaluations and level of interest shown.</td>
<td>Designs, develops, and conducts training courses, outreach and other materials to program offices throughout the state.</td>
<td></td>
</tr>
<tr>
<td>Key Resp 08</td>
<td>May serve as a work leader to lower level educators, professionals or volunteers. May provide training or mentoring to volunteers.</td>
<td></td>
<td>Determines instructor objectives, methods of instruction and locations.</td>
<td>Independently manages short-term and long-term budget planning process, including pre and post grant management for assigned programs / projects.</td>
<td></td>
</tr>
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**Job Summary**

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<tr>
<td>Key Resp 09</td>
<td></td>
<td></td>
<td>May provide presentation or instruction of course or program.</td>
<td>Functions as a lead for other program instructors.</td>
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<tr>
<td>Key Resp 10</td>
<td></td>
<td></td>
<td>Facilitates and supports special program events for themselves and others.</td>
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<tr>
<td>Key Resp 11</td>
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<td></td>
<td>Plans and schedules course offerings; identifies course topics.</td>
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<tr>
<td>Key Resp 12</td>
<td></td>
<td></td>
<td>Tracks student or participant performance and course desirability.</td>
<td></td>
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</tr>
<tr>
<td>Key Resp 13</td>
<td></td>
<td></td>
<td>Develops, prepares and reconciles budget for program.</td>
<td></td>
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<tr>
<td>Key Resp 14</td>
<td></td>
<td></td>
<td>May serve as a work leader. May provide training or mentoring to instructors.</td>
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<tr>
<td>Key Resp 15</td>
<td></td>
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**Education 1**

Coursework or work experience in related area. Associates degree in related area and/or equivalent experience/training. Associates degree in related area and/or equivalent experience/training. Bachelor's degree in related area and/or equivalent experience/training.

**Education 2**

Continuing education in related field required. Continuing education in related field required. Continuing education in related field required.

**License 1**

**License 2**

**License 3**

**License 4**

**Cert 1**

**Cert 2**

**Cert 3**

**Cert 4**

**Spec Cond 1**

**Spec Cond 2**

**Spec Cond 3**

**Spec Cond 4**

**KSA 01**

Knowledge or experience in program content and objectives. Knowledge of Working knowledge of departmental and organization policies and Thorough knowledge of functional area and understanding of how work may

Advanced knowledge of scientific area and understanding of how work may
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## Job Family
Educational Services

## Job Function
Community Education Services

## Category
Professional

### Job Level
- **Entry**
- **Intermediate**
- **Experienced**
- **Advanced**
- **Expert**

### KSA 02
**Organizational skills to develop a project plan, monitor plans against established deadlines, and review and analyze results.**

- **Intermediate:** Working knowledge of delivering community educational programs.
- **Experienced:** Thorough analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- **Advanced:** In-depth analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.

### KSA 03
**Basic effective reading, verbal, written communications and presentation skills to interact with individuals from diverse backgrounds.**

- **Intermediate:** Working knowledge of delivering community education programs and trends.
- **Experienced:** Thorough and effective verbal, written and interpersonal communication skills and presentation skills.
- **Advanced:** Advanced verbal, written and interpersonal communication skills and presentation skills.

### KSA 04
**Ability to maintain positive interactions with others and work cooperatively.**

- **Intermediate:** Working skills to produce and deliver programs.
- **Experienced:** Thorough knowledge of organization policies and procedures.
- **Advanced:** Advanced knowledge of organizational and governmental policies, procedures and regulations.

### KSA 05
**Experience using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.**

- **Intermediate:** Working knowledge of conducting needs assessment.
- **Experienced:** Thorough knowledge of and skill in delivering programs.
- **Advanced:** Advanced knowledge of and skill in delivering programs.

### KSA 06
**Good analytical skills to understand how business needs can be addressed through the development and delivery of training programs.**

- **Intermediate:** Good analytical skills to understand how business needs can be addressed through the development and delivery of training programs.
- **Experienced:** Thorough knowledge of current community educational programs and trends.
- **Advanced:** In-depth knowledge of current community educational programs and trends.

### KSA 07
**Good reading, verbal, written and interpersonal communication skills, and good presentation skills.**

- **Intermediate:** Good reading, verbal, written and interpersonal communication skills, and good presentation skills.
- **Experienced:** Thorough skills to conduct needs assessment and development of new presentations / courses to meet organizational needs.
- **Advanced:** Advanced skills to conduct needs assessment and development of new presentations / courses to meet organizational needs.

### KSA 08
**Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.**

- **Intermediate:** Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.
- **Experienced:** Knowledge of managing a portfolio of business and management courses at the university level.
- **Advanced:** Knowledge of managing a portfolio of business and management courses at the university level.

### KSA 09
**Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.**

- **Intermediate:** Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.
- **Experienced:** Skill in using business software systems in the completion of work assignments; i.e., Word, Excel, Access, PowerPoint.
- **Advanced:** Advanced organizational skills to manage multiple projects simultaneously to meet objectives within prescribed timelines, budgets and other resources.

### KSA 10
**Advanced ability to network with affiliated organizations outside of the**

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*Last Revised: 19 July 2016*
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<td>KSA 12</td>
<td></td>
<td></td>
<td></td>
<td>university to advance program effectiveness.</td>
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<tr>
<td>KSA 13</td>
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<td>KSA 14</td>
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<tr>
<td>KSA 15</td>
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<tr>
<td>Environment</td>
<td>Campus, medical center or other university setting and various external venues.</td>
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<tr>
<td>Career Path 1</td>
<td>Community Educ Spec 2</td>
<td>Community Educ Spec 3</td>
<td>Community Educ Spec 4</td>
<td>Community Educ &gt; Supervisory and Management</td>
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