

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ONEIDA COUNTY**  
**STAFF POSITION DESCRIPTION**

**Current Incumbent, if any:**

**Date Written/Revised:** 2/1/24

**CCE Classification Job Title:** Association Subject Educator I

**Position #:**

**Working Title (if different):** Ag Educator

**FTE:** 1.0

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Celeste Oppito, Ag Issue Leader

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* None

**Volunteer Oversight:**  No  Yes *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

The Agriculture (Ag) Educator is primarily responsible for delivering established educational programming in assigned subject matter areas of general agriculture, pest management, soil and plant sciences, emerging technology in agriculture, or other appropriate fields of study in agriculture. The educator also provides planning input for a variety of subjects, such as animal & plant sciences, food systems, and agricultural technology programs. The Ag Educator serves as a team member and will assist the supervisor in activities to organize, deliver and evaluate agricultural programs within the community.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- Bachelor's degree in agriculture, environmental science or related discipline. Associate degree and two years of transferable program/functional experience may substitute.
- Experience relevant to the role of the position.
- Ability to effectively deliver related programs and trainings.
- Ability to help ensure diverse, equitable, and inclusive programs.
- Ability to effectively participate in professional team efforts, including frequent collaboration with staff and outside organizations.
- Ability to effectively communicate verbally and in writing with community members and external employees.
- Ability to work independently and with peers and groups.
- Ability to effectively coordinate program efforts including data management and reporting, scheduling and coordinating programs and events, compiling and maintaining materials and resources, following financial reporting requirements.
- Proficiency or ability to learn and effectively use software including use of the internet, program related software, and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.

- Must possess or have the ability to acquire a Certified Crop Advisor (CCA) certification and New York State Certified Pesticide Applicators License.
- Ability to meet frequent travel requirements associated with this position. A valid NYS driver's license, reliable vehicle access, and a driving record acceptable for agency insurance coverage.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to frequently move/transport supplies and equipment, including climbing stairs and/or in outdoor/agricultural settings with or without reasonable accommodations.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Academic coursework in general agriculture education, soil health, pest management, agricultural land management and ownership, and/or similarly applicable fields of study.
- Knowledge and experience in working effectively in a non-formal education system, such as Cornell Cooperative Extension.
- Knowledge of Oneida County.
- Knowledge and experience in working with diverse communities.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Agriculture and Food Systems                                  | <input type="checkbox"/> General Administration | <input checked="" type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                 | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract  |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication   |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other           |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |  |

**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, which can be performed with or without reasonable accommodations. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

**Please refer to the Program, Administrative, and Camp job category profiles.**

**Program Responsibilities:**

**Program Delivery – 70%**

- Deliver existing agriculture educational programs for field crop producers.
- Provide education on insects, diseases and weeds in crop fields and provide recommendations for their control.
- Provide information on practices that support soil health as part of program delivery.
- Provide program related education and training for new and existing farmers.
- Apply existing subject matter knowledge to create lesson plans to deliver educational program.
- Assist in teaching innovative educational programs when opportunities arise.
- Teach existing educational programs as defined utilizing a variety of proven educational methodologies.
- Foster acceptance of program, methods, and policies to address community and individual needs and consider diverse audiences.
- Serve as a subject matter resource in related disciplines.
- Interact effectively with program participants to provide programming and support.
- Represent CCE before the public, community leaders, government officials, Cornell, or other land grant universities in a professional manner as part of program delivery.
- May be involved in multidisciplinary team efforts within the Association or regionally to deliver program.
- May assist in ensuring that program delivery is within scope of the statewide Plan of Work.

**Program Evaluation – 5%**

- Implement program evaluation as designed.
- Interact with various constituencies to obtain their evaluation of programs and communicate evaluation results and findings with stakeholders.
- May assist in designing evaluation framework, analyzing collected program evaluation data and in making recommendations for improvements.

**Administrative Responsibilities:**

**Direction – 5%**

- Provide input in planning the structure of delivering educational programs via various methods.
- May provide input to planning program and project budgets.
- Assist in the planning of events.
- Provide input in the program communications strategy, e.g., press releases, social media, marketing materials.

**Management – 5%**

- Provide low-complexity administrative management to support Agriculture program goals.
- Solve problems and resolve conflicts that arise in the operation of the Agriculture Department programming, utilizing appropriate policies and procedures and with guidance of supervisor as needed.
- Under the guidance of the supervisor, initiate effective professional relationships with other agencies, organizations and businesses to facilitate continued programming efforts.
- Provide guidance to co-workers, including those performing similar work.

#### **Coordination/Operation – 10%**

- Recruit program participants.
- Coordinate, compile, and organize existing program resources and program materials.
- Perform general coordination activities including but not limited to attending staff meetings, working with other staff and general marketing of Extension programs.
- Assist in utilizing effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, radio, and multi-media efforts.
- Submit program related expense receipts in a timely manner per procedure.
- Complete data entry of participant information in ag database.

#### **Professional Improvement – 5%**

##### **Health and Safety – Applied to all duties and functions**

- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Participate in all required orientation, training, and/or in-service meetings and trainings as scheduled/required.
- Pursue personal growth through expanding personal knowledge of the total organization and through updating techniques and technical skills relating to the position.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Cooperative Extension programs and other duties as assigned.
- Maintain regular and predictable attendance and punctuality.

##### **EEO/EPO and Policy – Applied to all duties and functions**

- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Oneida County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Represent Cornell Cooperative Extension to the public, community leaders, colleagues, volunteers, members of Cornell University faculty and staff, government officials and the general public in a professional manner.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.
- At all times act in a professional Customer Service manner including but not limited to business-like demeanor, tactful communications, cooperative, helpful, positive, and receptive manner.

**Equal Opportunity Employment**

*Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

**FOR EACH FACTOR BELOW, CHOOSE THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION:**

**SCOPE OF IMPACT OF THE POSITION:** Moderate - beyond the program

**INTERACTION WITHIN ASSOCIATION:** Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:** Provide information

**INTERACTION OUTSIDE ASSOCIATION:** Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:** Limited - Occasional guidance to co-workers

**COMPLEXITY OF WORK:** Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:** Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:** Moderate - Very general direction

**SUPPORT SKILLS-WRITING:** Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER:** Low - Uses basic business/technical programs/applications to perform responsibilities

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS\*:** Typically lifts 10 to 20 lbs

**VISUAL:** Normal concentration

**HAZARDS:** Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**OPTIONAL:**

**SIGNATURES**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Association Executive Director Signature**

\_\_\_\_\_  
**Date**



# Skills for Success

*(The following skills are essential for individual and organizational success.)*

**As a member of Cornell Cooperative Extension I...**

## **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.

## **Interact with integrity...So people are respected and engaged.**

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

## **Contribute positively to an inclusive environment...So people feel like they belong.**

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

## **Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.**

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

## **Communicate clearly and consistently...So people are informed and heard.**

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.



# Skills for Success

*(The following skills are essential for individual and organizational success.)*

## **Act and take initiative...I take ownership of my work and results.**

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

## **Display sound judgment in problem solving...People seek me out to find solutions to deliver results.**

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

## **Proactively seek self-development and coaching opportunities...People see my commitment and passion to continuously develop.**

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

## **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.