

EXTENSION EDUCATION AND TRAINING SPECIALIST II

DESCRIPTION OF WORK

This is advanced and supervisory consultative work involving the promotion and coordination of several extension education courses or programs in the state's community colleges. Employees in this class promote and coordinate a variety of extension training courses in occupational areas such as law enforcement, fire training, supervisory development training, hospitality training, and training courses funded from the Manpower Development and Training Act. Employees specialize in and are assigned a specific occupational area and are responsible for all short courses as well as a two-year degree program in the assigned area. Work includes the supervision of several area consultants and in some instances subordinate Extension Education and Training Specialists. This class is distinguished from the lower level class by the scope and variety of courses responsible for and by the supervisory responsibilities. Work requires considerable contact with state and local agencies and with administrative and management personnel of business and industry in determining their training needs and in coordinating the training programs with the various directors of extension education in the community college system. Work is performed independently and is subject to review through monthly progress reports and periodic conferences with an Extension Education and Training Specialist III or with the director of special extension education program

EXAMPLES OF DUTIES PERFORMED

Plans, promotes, and directs a statewide extension education program.
 Supervises subordinate Extension Education and Training Specialists and local area consultants in planning and coordinating extension education courses.
 Assists the institutions in writing training proposals for funding under the Manpower Development and Training Act; interprets the state and federal regulations and instructs institutional personnel in the requirements of the federal act.
 Meets and works with members of various state advisory committees in determining the training needs for fire science, hotel and motel management, culinary technology, marine technology, law enforcement, and other extension education programs.
 Assists in developing policies, procedures, rules and regulations governing various extension education and training programs.
 Acts in a liaison capacity between firemen and fire chiefs in the state in providing fire science training in community college system; visits institutions and fire departments throughout the state relative to training needs in the fire protection field.
 Plans and conducts or assists area consultants in conducting teacher training workshops; disseminates current information and training materials to instructor
 Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of community colleges programs, rules, and regulations.
 General knowledge of basic education and training methods and techniques.
 Some knowledge of administrative techniques and pertinent laws, rules, and regulations governing an education and training program.
 Ability to plan and coordinate statewide extension education and training courses and programs.
 Ability to evaluate educational programs and submit accurate reports.
 Ability to supervise subordinate employees and to evaluate their work.

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Ability to understand and apply federal and state regulations to educational programs. .
Ability to establish and maintain effective working relationships with subordinates, committee members, college administrators, and the general public.

Minimum Education and Experience

Graduation from high school and special training in the specific occupational area assigned and seven years of responsible experience in the occupational area assigned; or graduation from a four-year college or university and three years experience in the occupational area assigned; or an equivalent combination of education and experience.

(Completion of a two-year degree in the special field to which assigned may be substituted for three of the seven years experience.)

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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