



Academic Support Job Family: **Program/Extension Aide Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Program/Extension Aide II INDIVIDUAL CONTRIBUTOR	Program/Extension Aide III INDIVIDUAL CONTRIBUTOR	Program/Extension Aide IV INDIVIDUAL CONTRIBUTOR
	Occasionally performs duties as described in Level II.	Occasionally performs duties as described in Level III.
May collect field data and electronically record results to support research	Schedule, coordinate, obtain and perform surveys and processing of program results; collect and evaluate data and run standard reports.	Obtain, document, analyze, interpret and advise clients on assessment results; provide summary of results and recommendations for additional program instruction and /or participation involvement.
	Participate in program planning and development	Assess needs of program participants, selecting or developing appropriate lesson plans or programs. Participate in program planning, development and evaluation
Perform data entry and assist with documentation and maintaining reports of program activities.	Perform data entry, maintain databases and assist in development of standard procedures for collecting information, payment fees, and provide instruction.	Develop standard procedures for collecting information and inform stakeholders; obtain feedback to improve systems and enhance data content for use by stakeholders.
Assist in planning logistics of workshops, conference and tours.	Assist in planning and organizing logistics of workshops, conference and tours; maintain event calendars and keep track of participants/attendance and correspondence for programs.	Coordinate logistics related to conferences/workshops/events including online registrations; participate in project planning meetings and provide potential recommendations.
Work with adult/youth clientele utilizing material and teaching techniques learned through in-service training	Inform clients, stakeholders and community members of available educational and extension programs and services offered by community agencies and organizations.	Responsible for instructing clients on educational programs and policies; may interface with researchers, federal and state officials and stakeholders to solicit feedback.

Program/Extension Aide II INDIVIDUAL CONTRIBUTOR	Program/Extension Aide III INDIVIDUAL CONTRIBUTOR	Program/Extension Aide IV INDIVIDUAL CONTRIBUTOR
Routinely meet with supervisor to discuss plans and to select appropriate materials and teaching techniques	Assist in developing new materials; select appropriate program or material for each client.	Provide program support to other program aides regarding selection of materials, lesson plans, and teaching techniques through in-service training programs.
Update website and social media pages.	Maintain and update website and social media pages; identify information, tools, research and other related data for stakeholders.	Edit and add appropriate content on website and social media pages; ensure website displays key information; assess stakeholder feedback and provide recommendations to manager and identify outlets for disseminating to new, non-traditional and under-represented audiences.
Assist in the preparation and utilization of training and educational materials.	Assist in the preparation of training and educational materials; coordinate requests for outreach resource documents such as fact sheets, newsletters and guides; maintain supplies and materials inventory.	Compile and prepare training and educational materials for outreach to assist with program marketing; responsible for monitoring and ordering supplies and materials.
Gather and coordinate educational materials and lesson plans.	Prepare, maintain, and demonstrate appropriate use of educational materials and lesson plans; conduct home visits and group presentations.	Evaluate lesson plans; teach, and conduct special workshops.
Assist in recruiting participants and volunteers for programs.	Assist in recruitment of program participants and volunteers.	Recruit and develop program participants and volunteers and assess performance.
		Advise stakeholders on procedures and other aspects of agricultural practices and procedures.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10750 PROGRAM/EXTENSION AIDE II, BAND B	10751 PROGRAM/EXTENSION AIDE III, BAND C	10752 PROGRAM/EXTENSION AIDE IV, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's Degree or equivalent; up to 1 year of experience or equivalent	Associate's Degree or equivalent; up to 2 year of experience or equivalent	Associate's degree or equivalent; more than 2, but less than 4 years or equivalent
IMPACT	Extends beyond college/unit	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects Handle confidential information
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business Provide factual information Provide detailed responses	Provide guidance or instruction Straightforward business Provide factual information
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10750 PROGRAM/EXTENSION AIDE II, BAND B	10751 PROGRAM/EXTENSION AIDE III, BAND C	10752 PROGRAM/EXTENSION AIDE IV, BAND D
SUPERVISION	None given	Provide functional supervision to students or temporaries or provide on-the-job training for other employees	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Entire field tasks	Focus on an entire field	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for making some decisions within limits prescribed by establishes policies or by supervisor	Responsible for making some decisions, which require consideration of various criteria. Decisions are usually within limits prescribed by supervisor	Responsible for making some decisions, which require consideration of various criteria. Decisions are usually within limits prescribed by supervisor
FREEDOM OF ACTION	Accomplish work tasks through detailed instructions from supervisor	Under general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Under general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Provides a standard response	Provides a standard response	Provides a non-standard response or prepares written material that requires some research
SUPPORT SKILLS – COMPUTER	No requirements for or limited skills required, OR it position's area of work	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks
WORKING CONDITIONS - PHYSICAL	Lift 10 to 20 lbs	Lift 10 to 20 lbs	Lift 10 to 20 lbs

FACTOR PROFILE	10750 PROGRAM/EXTENSION AIDE II, BAND B	10751 PROGRAM/EXTENSION AIDE III, BAND C	10752 PROGRAM/EXTENSION AIDE IV, BAND D
WORKING CONDITIONS - VISUAL	Normal concentration and visual attention	Normal concentration and visual attention	Normal concentration and visual attention
WORKING CONDITIONS - HAZARD	Chemicals/substances requiring safety precautions. Cautious handling of animals or mildly toxic plants. Equipment requiring constant attention. Protect devices required in some aspects of work	Chemicals/substances requiring safety precautions. Cautious handling of animals or mildly toxic plants. Equipment requiring constant attention. Protect devices required in some aspects of work	Chemicals/substances requiring safety precautions. Cautious handling of animals or mildly toxic plants. Equipment requiring constant attention. Protect devices required in some aspects of work