

Classification and Qualification STANDARDS

Extended Education Specialist Series

| Class Title | Class Code | FLSA |
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| <i>Extended Education Specialist I</i> | 5181 | <i>Exempt</i> |
| <i>Extended Education Specialist II</i> | 5182 | <i>Exempt</i> |

Classification Standard Reformatted: 02-01-2013

OVERVIEW:

Extended Education Specialists plan, develop, and provide learning opportunities offered by a campus through extension sessions, summer sessions, institutes and conferences, and other educational programs concerned with delivery of higher education for professional updating, mid-career training, community service, foreign travel study and life-long learning.

Extended Educational Specialists assess needs for new or additional educational offerings, create and develop format and establish course outlines and content of classes and programs; maintain liaison with academic disciplines of the campus; identify and recruit faculty; arrange class locations and use of off-campus sites; arrange and develop budgets and funding resources; analyze costs; evaluate effectiveness of programs; restructure repeat classes; plan promotion and publicity; direct operational and logistical aspects of programs; and. At upper levels, efforts are directed primarily to planning and launching new program areas requiring new policy formulation, and being responsible for administration of major aspects of a campus Extended Education program.

Extended Education Specialists have limited responsibility for policy changes and received direction related to program priorities and emphasis. Incumbents are responsible for implementing program policy and developing new offerings in assigned program areas and involve creative and innovative aspects of curriculum planning and development of unique approaches to the delivery of higher education.

Extended Education Specialist I - Typically responsible for sub-programs and offerings involving one or a group of related subject matter or discipline areas or several specialized types of operational programs having well-established format, procedures and policies.

Extended Education Specialist II – Perform program planning involving the development of cost effective programs in related as well as unrelated discipline areas or for very large and diversified types of programs. Incumbents in this classification may provide lead work direction to others and assist in drafting procedures and program policy.

EXTENDED EDUCATION SPECIALIST I

Under direction, incumbents in this classification plan and develop content and format of educational offerings in assigned program areas usually related to the same or related disciplines, promote community participation, direct operational aspects of programs, make arrangements for faculty and sites, and prepare budgets for offerings. Some assignments may involve responsibility for content and format of offerings for Conferences, Workshops and Seminars as a single program area.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the procedures and practices in educational program and curriculum planning; resources of the campus and the surrounding community; and the processes required to plan and construct academic programs and course outlines.

Ability to determine needs for new or revised programs; plan course hours and credit; develop course outlines with instructors; locate instructors and to assist them in understanding and completing contract arrangements; develop budgets and analyze costs; write promotional materials and to develop a variety of promotional techniques; represent the CSU system to the community and develop working relationships; manage logistics of providing classes; and maintain cost information and records.

Experience:

Equivalent to two years of experience in planning classes or programs in a specialized field or area, preferably in higher, extended, or adult education. Experience developing resources, budgets, and marketing plans for educational programs and in acting as a liaison with the community is desirable. Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis.

Education:

Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.

EXTENDED EDUCATION SPECIALIST II

Under direction, incumbents plan and develop content and format of educational offerings of whole program areas related to broad, complex, and multiple disciplines and frequently unrelated disciplines; promote close and continued liaison with a variety of academic offices, the University support services offices and the surrounding University service area. Incumbents have responsibility for all aspects within a broad program area including responsibility for an on-going improvement of quality and viability of the program, as well as for financial planning, including developing budgets, improving cost effectiveness and make final decisions related to financial feasibility of all courses in the assigned program areas. Incumbents are typically responsible for large, complex, and diversified program areas such as Institute, Certificate, Credential, Work-Study, and Work-Experience programs. Incumbents may lead lower level specialists and frequently assist in drafting procedures and program policy.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the procedures and practices in educational program and curriculum planning in education, and the processes required to plan and construct academic programs and course outlines.

Ability to determine needs for new or revised programs; plan hours and develop course outlines with instructors; locate instructors and to assist them in understanding and completing contract arrangements; develop budgets and analyze costs; develop and implement promotional strategies; represent the CSU system to the community and develop working relationships; and manage logistics of providing classes and to analyze cost information and statistics.

Experience:

Equivalent to three years of experience in planning classes and curriculum for higher or extended education programs and including developing resources, budgets, marketing plans and liaison with the community.

Education:

Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.