

# Classification and Qualification



# STANDARDS

The California State University System

## Extended Education Specialist Series

Class Title	Class Code	Date Established	Date Revised	Occupation Index Reference
Extended Education Specialist I	5181	4-1-81	–	H-1
Extended Education Specialist II	5182	4-1-81	–	H-1
Extended Education Specialist III	5183	4-1-81	–	H-1

### SERIES DEFINITION:

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.

### DEFINITION OF LEVELS:

#### Extended Education Specialist I:

Under direction, incumbents are responsible for planning and developing content and format of educational offerings in assigned program areas usually related to the same or related disciplines, for promoting community participation, for directing operational aspects of programs, for making arrangements for faculty and sites, and for preparing budgets for offerings. Some assignments may involve responsibility for content and format of offerings for Conferences, Workshops and Seminars as a single program area.

#### Extended Education Specialist II:

Under direction incumbents are responsible for planning and developing content and format of educational offerings of whole program areas related to broad, complex, and multiple disciplines and frequently unrelated disciplines; for promoting close and continued liaison with a variety of academic offices, the University support services offices and the surrounding University service area.

Incumbents of positions at the II level 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 making final decisions related to financial feasibility of all courses in the assigned program areas. Incumbents of positions at this level may lead lower

level specialists and frequently assist in drafting procedures and program policy. Incumbents of positions at this level typically are responsible for large, complex, and diversified program areas, such as Institute, Certificate, Credential, Work-Study, and Work-Experience programs.

**Extended Education Specialist III:**

Under direction, the Extended Education Specialist III has significant responsibility for serving as a full assistant or deputy to the Dean of Educational Services and Summer Session, shares the responsibility for the technical and administrative direction of the office and its programs, and exercises direct supervision over subordinate Extended Education Specialists *or* serving under the direction of the Dean of Educational Services and Summer Session with the responsibility for an extended education program involving an extensive range of diversified academic offerings, sequences and curriculum specialities which provide educational services to populations in different geographical areas or different physical locations.

**DISTINGUISHING CHARACTERISTICS:**

The Extended Education Specialist I typically is 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. At the II level, the program planning involves developing cost effective programs in related as well as unrelated discipline areas or for very large and diversified types of programs. The III level, as opposed to the I and II levels' administrative and program responsibility, directs planners of sub-programs and has responsibility for developing policies and making major program changes in the overall Extended Education program.

The class of Extended Education Specialist III differs from the lower level of classes of Extended Education Specialist I and Extended Education Specialist II by having primary responsibility for creative and innovative aspects of structuring and making changes in thrust in the overall program of delivery of higher education through the Extended Education of a campus, while the I and II levels have responsibility both for implementing program policy and developing new offerings in assigned program areas; the Specialist I and Specialist II have limited responsibility for policy changes and receive direction related to program priorities and emphasis.

All levels involve creative and innovative aspects of curriculum planning and development of unique approaches to the delivery of higher education; however, at the Specialist III level, planning has significant impact on policy formulation for the total program and its administration. Planning requires seeking, developing and analyzing management information, analyzing service area needs, developing funding resources, and assuming responsibility for the departmental budget.

**MINIMUM QUALIFICATIONS:**

**Extended Education Specialist I:**

**Knowledges and Abilities:**

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

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

and

**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.

and

**Education:**

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

**MINIMUM QUALIFICATIONS:**

**Extended Education Specialist II:**

**Knowledges and Abilities:**

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

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

and

**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

and

**Education:**

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

## **MINIMUM QUALIFICATIONS:**

### **Extended Education Specialist III:**

**Knowledges and Abilities:**

Knowledge of educational principles and practices in college-level administration and instruction; knowledge of policy formulation and implementation; thorough knowledge of principles of personnel management, budget control and educational administration.

Ability to be innovative in developing a program to serve community needs; ability to plan, organize and direct an instructional or instructionally related program in a University or College; ability to coordinate an assigned area of the instructional or instructionally related program with other campus offices and operations; ability to anticipate and develop improvements needed in the instructional or instructionally related program to meet current and future requirements; ability to analyze and to conceptualize information in developing solutions, improvements and innovations; ability to plan promotional strategies and to improve program participation; ability to set fees and develop cost-effective budget plans; ability to develop the departmental and subprogram budgets; ability to direct and supervise other program planners; ability to speak and write effectively and to work cooperatively with others.

and

**Experience:**

Equivalent to four years of progressively responsible educational program planning experience including curriculum development, funding, and proposal development or administrative experience in higher education.

and

**Education:**

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

### **Extended Education Specialist I**

**Work Week Group:** 4A  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Administrative

### **Extended Education Specialist II**

**Work Week Group:** 4A  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Administrative

### **Extended Education Specialist III**

**Work Week Group:** 4C  
**Premium O/T:** No  
**Shift Differential:** No  
**Employee Category:** Administrative