



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNITY BASED INSTRUCTOR IV	29	E	5.168
COMMUNITY BASED INSTRUCTOR III	27	E	5.169
COMMUNITY BASED INSTRUCTOR II	25	E	5.170
COMMUNITY BASED INSTRUCTOR I	23	E	5.171

SERIES CONCEPT

Community Based Instructors conduct a variety of outreach educational programs to individuals and/or groups of people in a variety of community settings which may include schools, civic and senior centers, camps and other meeting facilities.

Positions in this series range from providing simple and basic instruction or care at the lower levels to responsibility for coordination of multiple instructional program components such as fiscal, personnel, supervision, administration and instruction at the upper levels. Positions allocated to this series must, as the majority of their duties, provide instruction to individuals and groups in community settings. This series is not intended for positions which provide clerical support to faculty and instructors.

Conduct informal instructional programs in subject areas such as agriculture, horticulture, community development, health and nutrition, human and family development, athletics and natural resources in urban and rural areas.

Recruit, organize and coordinate the work of volunteer instructors; provide training related to program activities, operations and requirements; schedule and oversee work performed by volunteers.

Meet with clientele to relay information; explain program rules, regulations, policies and procedures and interpret policies relating to program areas.

Coordinate activities among various groups; and initiate contacts with other agencies, local service groups and special interest groups to identify potential clients.

Provide technical support to a wide variety of community-based educational programs and assist faculty and other professional staff in meeting educational program goals and objectives.

Collect information and compile documents regarding instructional programs, services and recipients; maintain, update and present statistical information related to program activities and participants.

Receive, review, verify and process applications and related program specific documents for accuracy and completeness in order to determine program eligibility and ensure compliance with program requirements.

Perform related duties as assigned.

CLASS CONCEPTS

Community Based Instructor IV: Positions at this level are responsible for coordination of multiple program components such as fiscal, personnel, supervision, administration and instruction. Or, incumbents may specialize

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CLASS CONCEPTS (cont'd)

Community Based Instructor IV: (cont'd)

in fewer functional areas for a program of larger scope. Duties at this level require extensive knowledge regarding program content, purpose, rules, operations, related agencies, requirements and clientele. Positions allocated to this class, in addition to performing the full range of duties described in the series concept, typically perform the full scope of supervision for classified staff and volunteers. Program components which are coordinated may include budget development, maintenance and monitoring; supervision of staff, volunteers or students; preparation of reports and statistics required for program reporting; collection of information for the purpose of evaluating the effectiveness of the program services; and/or on-site supervision of programs. Incumbents are authorized to make independent decisions related to these functions in order to ensure the effective day-to-day operation of the program. In addition, they select programming tools in order to meet the needs of targeted audiences in a variety of settings in the community. Incumbents participate in the overall program review and on-going development of services by providing feedback, suggestions, and recommendations to program administrators.

Community Based Instructor III: Positions at this level are responsible for implementation of instructional programs of moderate size and complexity such as Visiting Homemakers. Or, they may coordinate multiple aspects for a section of a large and diverse program such as 4-H. Implementation and coordination of services and programs is conducted as directed by the faculty administrator.

Serve as a team leader and conduct meetings with staff, students, or volunteers to plan and schedule work, disseminate information and expectations, and evaluate services; participate in overall program review and on-going development of services by providing information to program administrators.

May design, develop and implement lesson plans from the established curricula and provide instruction utilizing a variety of teaching methods to meet the needs of the target audience; based on established criteria, initiate, prepare, update and conduct instruction in areas of instruction such as agriculture, economic development, children, youth and family, health and nutrition, water and natural resources.

Community Based Instructor II: Positions at this level provide support and assistance in a variety of settings in the community. They provide information and instruction regarding traditional and non-traditional 4-H programs to various groups; review and verify 4-H Camp applications for adults, teenagers and campers; disseminate information regarding Cooperative Extension programs to local schools; coordinate and facilitate programs such as Hands Around the World, Spaces, Taxi, and Talking with TJ; and serve as leadworkers.

Community Based Instructor I: Positions allocated to this class provide basic instruction at various community locations in subjects such as athletics and after-school activities for youth, and collect and maintain information. At this level, instruction is limited to physical skills, team and group participation, and basic interactions with others.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Some positions require specialized education and/or certification specific to the community based instructional program assigned and will be identified at the time of recruitment.

COMMUNITY BASED INSTRUCTOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of relevant work experience in areas such as agriculture, horticulture, community development, health and

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY BASED INSTRUCTOR IV (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

nutrition, human and family development, and natural resources in urban and rural areas; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: human development; conflict resolution; budget preparation and maintenance; financial and statistical recordkeeping. **General knowledge of:** supervisory techniques and practices. **Ability to:** independently make program decisions and take appropriate actions on assigned components of a specific program; conduct needs assessments; review data and statistics in order to determine program effectiveness; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices; account maintenance; rules, regulations, policies and procedures of all aspects of the program.

COMMUNITY BASED INSTRUCTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of relevant work experience in areas such as agriculture, horticulture, community development, health and nutrition, human and family development, and natural resources in urban and rural areas; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: instructional methods and techniques. **General knowledge of:** conflict resolution; human development; financial recordkeeping procedures. **Ability to:** plan and direct the work of others; motivate others and stimulate people to effective action; exercise judgment in the evaluation and interpretation of rules, regulations, policies and procedures; evaluate and coordinate overall program activities; collect, compile and update data and prepare reports relative to specific programs or services; facilitate meetings; mediate conflicts; determine appropriate teaching methods for targeted audiences; develop lesson plans; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Based Instructor IV.)

COMMUNITY BASED INSTRUCTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of relevant work experience in areas such as agriculture, horticulture, community development, health and nutrition, human and family development, and natural resources in urban and rural areas; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: instructional methods and techniques. **Ability to:** resolve complaints from staff and general public; interpret and apply rules, regulations, policies and procedures relative to the specific program or service involved; recruit volunteer instructors; collect, compile and update data; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

COMMUNITY BASED INSTRUCTOR II

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Based Instructor III.)

COMMUNITY BASED INSTRUCTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of relevant work experience; **OR** an equivalent combination of education and experience. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic instructional methods. **Ability to:** establish and maintain effective working relationships with employees, other agencies and the general public; provide instruction and guidance to individuals and groups in community settings; present information clearly and provide examples and demonstrations; provide age appropriate instruction to children, adolescents and adults; understand and carry out oral and written instruction; communicate effectively both orally and in writing; perform basic mathematical calculations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Based Instructor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.168</u>	<u>5.169</u>	<u>5.170</u>	<u>5.171</u>
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REVISED:	2/18/11PC	2/18/11PC	2/18/11PC	2/18/11PC