

California State University, Fullerton  
Human Resources, Diversity and Inclusion

**EXTENDED EDUCATION SPECIALIST SERIES MATRIX**

<b>FACTORS</b>	<b>Extended Education Specialist I - Exempt</b> (5181)	<b>Extended Education Specialist II - Exempt</b> (5182)
<b>TYPICAL RESPONSIBILITIES</b>	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.	Perform program planning involving the development of cost effective programs in related as well as unrelated discipline areas or for very large and complex and diversified types of programs. Incumbents may provide lead work direction to others and assist in drafting procedures and program policy.
<b>KNOWLEDGE</b>	Knowledge of the procedures and practices in educational program and curriculum planning; resources of the campus and the community; and the processes required to plan and construct academic programs and course outlines. Able to determine needs for new or revised programs; plan course hours and credits; develop course outlines with instructor; assist in understanding and completing contract arrangements, develop budgets and cost analysis; and write promotional materials.	Knowledge of the procedures and practices in educational program and curriculum planning; resources of the campus and the community; and the processes required to plan and construct academic programs and course outlines. Able to determine needs for new or revised programs; plan course hours and credits; develop course outlines with instructor; assist in understanding and completing contract arrangements, develop budgets and cost analysis; and develop and implement promotional strategies.
<b>INDEPENDENCE</b>	Under direction, plans and develops content and format of educational offerings in assigned program areas.	Under direction, plans and develops content and format of educational offerings of whole program areas related to broad, complex, and multiple disciplines and frequently unrelated disciplines. Incumbents may lead lower level specialists and frequently assist in drafting procedures and program policy.
<b>PROBLEM-SOLVING &amp; DECISION-MAKING</b>	Make independent decisions and exercise sound judgment on assigned program areas usually in related disciplines.	Analyze and solve issues using reasoning and interpretations of procedures and practices. Ability to understand and investigate problems with broad administrative impact and proactively seek solutions.
<b>EXPERIENCE</b>	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 desired. Teaching experience in higher or extended education may be substituted for experience on a year-for-year basis.	Equivalent to three years of experience in planning classes and curriculum for higher education or extended education programs and including developing resources, budgets, marketing plans and liaison with the community.
<b>EDUCATION</b>	Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.	Equivalent to graduation from a four-year college or university, preferably with courses in adult education and curriculum planning.