REGIONAL EXTENSION EDUCATION DIRECTOR

Working title: Regional Director

Position Description
10-3-2011 approved by Leadership Team

Position Statement: The Regional Extension Education Director serves a major role in the field operations for Iowa State University Extension and Outreach. The Regional Director functions as the connection/liaison for institutional outreach between Iowa State University Extension and Outreach and the County Extension Agricultural District’s County Extension Council. The primary responsibilities of this position are to provide leadership/coaching linking ISU Extension and Outreach to county councils, employees and clientele; to partner with the Iowa State University Extension and Outreach Program Directors to ensure that quality Extension and Outreach programs are delivered to meet the identified needs of Iowans; and to articulate and communicate a shared vision and leadership with county Extension Councils and ISU Extension and Outreach. A regional Director utilizes share leadership in program engagement.

Duties and Responsibilities

Institutional Outreach:

- Promote and advance the reputation, interests, and resources/services of Iowa State University with internal and external stakeholders
- Represent Iowa State University and Iowa State University Extension and Outreach operational and programmatic initiatives, and establish and maintain partnerships to achieve Iowa State University Extension and Outreach outcomes
- Partner with Iowa State University Extension and Outreach Program Directors to develop significant (strategic) relationships at multiple levels for Iowa State University Extension and Outreach programming
- Help Iowans understand the private/personal and public value of Iowa State University
Leadership:

- Represent Iowa State University Extension and Outreach and Iowa State University in the field linking to county councils, employees and clientele
  - Align county Extension activities with Iowa State University Extension and Outreach mission and policies
  - Assist in identifying campus and regional linkages with counties
  - Develop significant relationships at multiple levels to support Iowa State University Extension and Outreach programming
- Interpret and present information that accurately reflects the issues and needs of clientele, County Extension Councils, and county paid Extension staff to campus
- Partner with Iowa State University Extension and Outreach Program Directors to enhance the quality and scope of Extension and Outreach programming throughout Iowa
- Advance the Iowa State University Extension and Outreach mission with county partner
  - Serves as an intermediary by interpreting and presenting information and research/evidence that accurately reflects the intent of each constituency to the other for the overall purpose of advancing the mission connecting county objectives with the broader Iowa State University Extension and Outreach mission
  - Partners with county Extension councils in needs identification and articulation of those needs to Extension and Outreach Leadership Team
  - Connects regional (multi-county) objectives with the Iowa State University and Iowa State University Extension and Outreach missions
- Articulate and communicate to Iowa State University Extension and Outreach staff, county paid Extension staff, and County Extension Council members a shared regional/multi county vision that aligns with the Iowa State University Extension and Outreach vision
  - Provide leadership for organizational and programmatic change in Iowa State University Extension and Outreach and the County Extension Council through education, facilitation, and research/data
  - Help shape the region’s (multi-county) work to align to the needs of Iowans
  - Serve as an agent for change in Iowa State University Extension and Outreach policy and procedures
  - Chief advocate for the identified needs of Iowans for the region (multi-county) to Iowa State University extension and Outreach
- When appropriate provide statewide leadership engaging Iowa State University faculty and Iowa State University Extension and Outreach staff in programming for a specific
initiative addressing the identified needs of Iowans (for example: facilitating disaster response)

Management:

- Identify and communicate County Extension Council and county paid Extension staff priority expectations to Iowa State University Extension and Outreach Administration
- Identify and communicate priority expectations and requirements of Iowa State University Extension and Outreach to County Extension Council, county paid Extension staff, and local partners; and assist in the application of those expectations and requirements
- Shape the region’s mission and goals through consensus building and effective meeting management
  - Resolve conflicts through an educational, facilitative approach to find, apply and evaluate solutions
  - Collect and disseminate data appropriate for ensuring use of best/promising/high impact practices to internal and external regional publics
- Ensure the effectiveness of the County Extension Council through education/training, coaching, and consultation
  - Ensure effective use of resources (staff, financial, and volunteer)
  - Guide strong fiscal management focused on county/regional program priorities
  - Facilitate collaboration across county/regional boundaries with councils, staff and clientele
  - Articulate resource needs and ensure effective use of current resources
  - Encourage staff and councils to invest in regional (multi-county) programming
  - Maintain records and completes reports required by Iowa State University Extension and Outreach
- Cultivate the interest of a diverse public in serving as a County Extension Council member and an Iowa Association of County Extension Councils member
- Recognize service of County Extension Council members
- Provide shared governance and office management among counties
  - Build consensus around regional (multi-county) outcomes
  - Conduct long range planning to determine outcomes and set policy
  - Coach the County Extension Council on hiring, training/educating, coaching, and evaluating staff according to best human resources practices
  - Advise Extension council on appropriate supervision and direction of county paid Extension staff
Program Engagement:

- Partner with county Extension Councils to identify local emerging programmatic needs
- Communicate appropriate local needs to Iowa State University Extension and Outreach program specialists and Program Directors
- Identify educational programming to meet local needs through collaboration with Iowa State University Program Directors and Iowa State University colleges, departments and units
- Partner with Iowa State University Extension and Outreach program specialists and the Center for Industrial Research and Service account managers to identify, implement, and evaluate programs to address identified needs
- Ensure evaluation and reporting of program quality and its impact delivered to clientele

Resource Development:

- Partner with Iowa State University Extension and Outreach Program Directors to facilitate entrepreneurial efforts to identify and secure financial resources through grants, contracts, gifts and fees to ensure quality and locally relevant programming
- Collaborate with key partners to leverage resources