

I. Educational Effectiveness

AB 1. Program Planning (In depth and Outreach)

- Identify TCCF issues in the county & background data
- Assess all planning groups & make contact
- Make a list of all changes/actions needed to re-engage planning groups
- Develop plans on Texas Data as Drafts, Submit when ready

AB 2. Program Implementation

- Implement a minimum of 2-3 educational programs (@ 4-H meetings, civic groups, community, etc.)
- Log into 4-H Connect & print out reports (total enrollment, club roster, etc)
- Attend 4-H meeting, show board meeting, and others critical to Extension mission.

AB 3. Evaluation

- Explore Organizational Development website and review CS & P/P evaluation instruments, procedures.
- Conduct an informal evaluation of a program

C. Accountability & Interpretation

- Get added to all appropriate team plans in the county
- Add tasks or have tasks delegated to you as appropriate
- Schedule 1-month conferences with DEA, RPL, 4-H specialist, & mentor
- Develop draft plans for review by DEA (OS plans) or RPL (ANR/FCS & 4-H)
- Begin submission of crop reports (ANR agents only)
- Submit monthly mileage and commissioners court reports to county judge with copy to DEA
- Develop a personal calendar (add all local, district, regional, & state level activities, events, dates & deadlines. Use Extension calendar, district calendar, local 4-H calendar, and other sources.)
- Report all major accomplishments on Texas Data.

II. Program Resources

A. Volunteer Management

- Log into 4-H Connect and print report of all registered/screened volunteers; get to know them
- Attend 4-H meetings; observe & assist volunteers
- Assess volunteer needs & develop a written plan to recruit, train, support, recognize volunteer

B. Staff Supervision

- Meet formally with co-workers & support staff to discuss needs, expectations, and to establish written office management goals (add to OS plan)
- Read and learn county policies related to HR & fiscal procedures.

C. Material Resources

- Read & learn basics about AgriLife Best Management Practices related to financial management.
- Identify and develop a list of all external groups that manage funds.
- Find the most recent annual support account reviews conducted for each account.
- Determine & document any/all issues that may could be high risk and need attention. Prioritize.
- Determine if there are any Extension accounts (BLT, FPM, workshop, grants, etc).

III. Relationships & Teamwork

A. Internal

- Make personal contact with all agents in neighboring counties. Make personal visit if possible.
- Make personal contact with all specialists that support programs or issues in your county
- Make personal contact with volunteers associated with each support group (4-H, Master Volunteers, TEEA, committee members).

B. External

- Identify all existing groups/organizations that partner with Extension. Make personal contact.
- Meet all members of the court, Auditor, Treasurer, Clerk, and other key officials in county.
- Meet all members of show board individually or via board meeting.
- Identify & meet as many major community opinion leaders as possible.
- Accept invitations by civic & community groups or invite yourself to their meetings. Meet them.

D. Teamwork

- Contact 4-H specialist and add yourself to appropriate district 4-H event planning committees.
- Identify all program plans & projects that are team plans and contact lead agent to discuss your support role for those plans and projects.
- Actively support and attend all LAB, Youth Board, PAC, or related planning group meetings for which you are a team member.
- Discuss, complete, and submit revised job responsibilities to DEA for review & approval.
- Attend all office conferences. Be prepared.
- Communicate. Cooperate. Coordinate. Collaborate on ALL duties requiring teamwork.

IV. Training & Professional Development

A. Onboarding/Training & Professional Development

- Spend at least 1 hour per week looking over resources on Organizational Development Website.
- Spend at least 1 hour per week reviewing resources & information on District & Unit websites.
- Read Extension Fundamentals #1 & #2.
Email supervisor about what you learned. Be prepared to discuss.
- Begin working on Self Study Guide
- Meet weekly with Mentor
- Meet at least once with DEA, RPL, & 4-H Specialist to discuss job duties, priorities.
Develop a list of questions for them in advance of your meeting.
- Complete online training modules: History & Roots, Professionalism, Program Development, Volunteerism, Texas Data, Cash Management.
- Add all dates for Academy, Regional Onboarding, Mentor meetings, District & Regional Meetings, Career Ladder Training, and others as required.
- Complete evaluation of and journal for First Step Program a
- Complete background information for Mentor & Submit.
- Review & submit position description on GreatJobs

B. Professionalism

- Assure you are dressed professionally in accordance with duties for the day.
- Clean your office and keep it clean
- Report to work on time, inform staff of your whereabouts when you're away from office
- Communicate positively; express disagreements in a constructive, non-confrontational manner.
- Follow instructions and respond promptly and professionally to requests from management
- Treat people with respect and behave in a manner worthy of public trust
- Represent the agency positively through your personal appearance and conduct
- Respond to all e-mails and phone calls within 24 hours, preferably the same day