

HIDALGO COUNTY

CEA-FCS

SUMMARY

The CEA – FCS is responsible for planning, implementing and evaluating Extension educational programs in the County in accordance with the policies and procedures of the Texas Agricultural Extension Service and under existing agreements between The Texas A&M University System, the United States Department of Agriculture and the County Commissioners' Court. The responsibilities of the County Extension Agent are County staff members under the supervision of the assigned District Extension Director. Under the supervision of the CEA – County Coordinator.

EXAMPLES OF WORK PERFORMED

Planning:

Assumes responsibility for planning with communities, groups and organizations to conduct educational programs and activities

Plans evaluation techniques for significant program activities

Plans regularly with the total staff to coordinate programming efforts

Program Implementation:

Assumes leadership responsibility in implementing the planned educational programs and activities in assigned program areas

Supports and assists in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities

Assumes leadership or serves in a supporting role in implementing emergency programs as needs arise

Identifies, recruits and trains local leaders to enable them to effectively perform their duties in committees, clubs and organizations

Uses a variety of teaching methods, techniques, activities and materials in conducting educational programs

Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of the Texas Agricultural Extension Service in conducting Extension educational programs

Works with and supports Extension-sponsored groups such as 4-H clubs and Extension homemaker clubs toward the achievement of increased participation and strengthened programs

Evaluation:

Uses appropriate evaluation techniques to determine the progress of program activities in reaching the objectives of the County program

Uses evaluation findings and suggestions from the people in making program revisions

Reporting:

Maintains appropriate communications with County, district and administrative staffs to facilitate full understanding of the County program

Prepares annual, monthly and special reports to show results of planning, program accomplishments and changes in the behavior of people resulting from the educational programs; reports are shared with appropriate individuals and groups

Office Management:

Maintains a neat, attractive office which facilitates effective working conditions and represents a favorable image

Keeps informed on Extension policy, research reports and publications which are applicable to program responsibilities and position description

Participates in regularly scheduled County staff conferences to coordinate plans, activities and joint work to promote staff teamwork and to make the best use of each agent's time

Cooperates in the maintenance of uniform files, up-to-date mailing lists, membership rolls of Extension-related organizations and up-to-date inventories

Keeps informed on and complies with the Equal Employment Opportunity Program of the Texas Agricultural Extension Service

Cooperates with the County coordinator and other staff members in the development and implementation of an EEO Action Plan for the County office unit

Participates in recruiting, employing, training and other related activities for secretarial and paraprofessional personnel the agent supervises or jointly supervises in accord with the policies and procedures of the Equal Employment Opportunity Program for the Texas Agricultural Extension Service

Conducts annually a performance review with each secretary or other non professional staff member the agent is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review

Professional Improvement:

Develops a long-range professional improvement plan with the appropriate District Extension Director

Participates in formal and informal training opportunities to increase knowledge and skills and keep up to date on technical advances

Supervisory:

Works under the supervision of the appropriate district Extension director

Provides leadership for the work of the County staff members for whom training responsibilities have been assigned

Coordinative:

Works cooperatively with the County coordinator and other staff members and participates regularly in staff conferences to coordinate planning, implementing and evaluating the County program to meet the needs of the people

Public:

Maintains good relations with all Extension publics

Represents Texas A&M University as a professional staff member

County Coordinator Role:

Those individuals assigned County coordinator will fulfill assignments as specified by the district Extension director

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Regular attendance is a must

Performs such other duties which may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's Degree in Family & Consumer Sciences or related field from an accredited college or university

Graduate degree in related field

Two (2) years experience in field; computer experience

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Certificates, Licenses, & Registrations

Must have a valid current Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

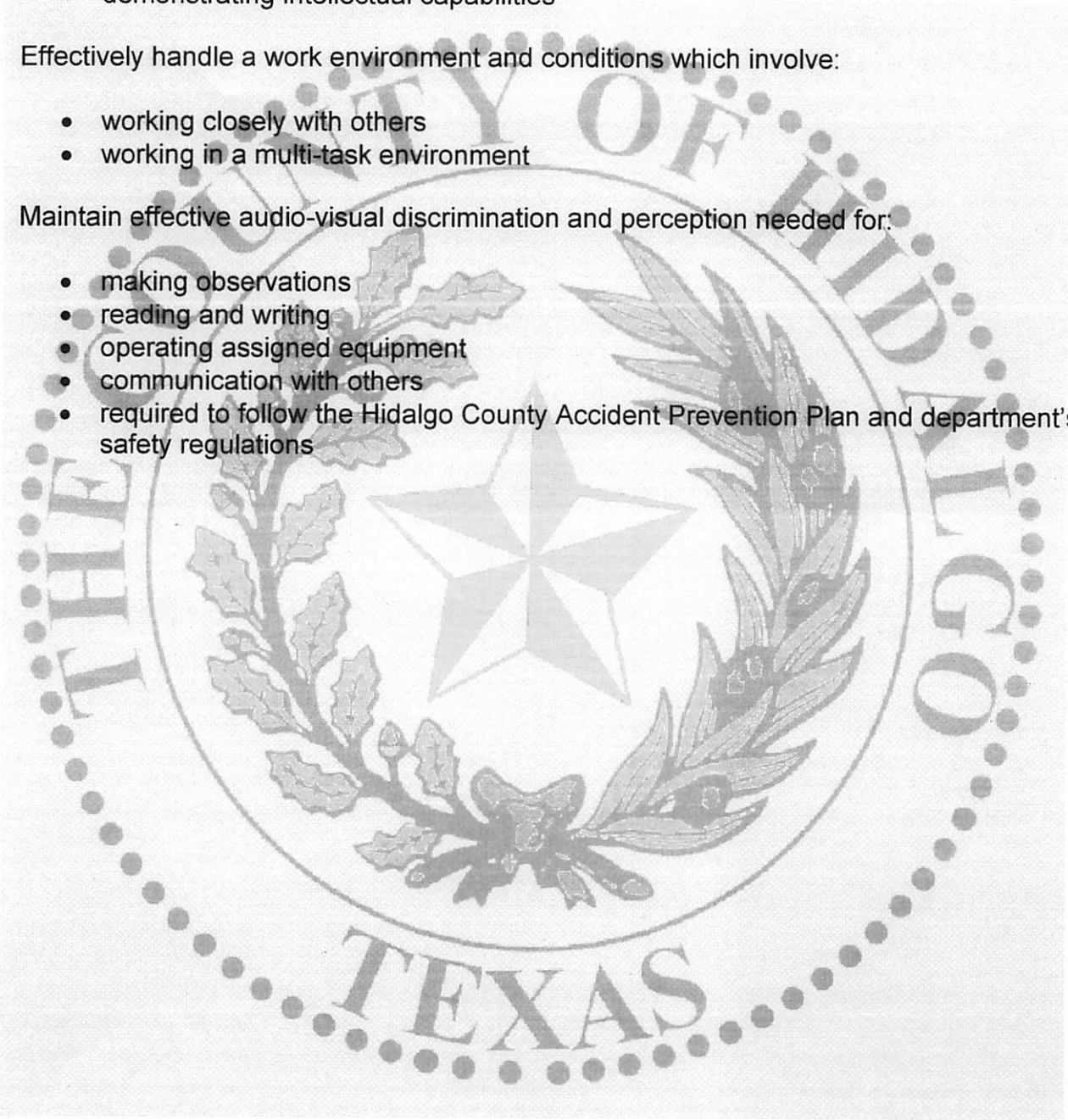
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY

FAMILY & CONSUMER SCIENCES PROGRAM ASSISTANT

SUMMARY

Works under the supervision of a County Extension Agent-Family and Consumer Services who is delegated this responsibility by the County Coordinator. The Assistant works with limited income families, individually and in groups to improve the quality of life through programs in family and consumer sciences.

EXAMPLES OF WORK PERFORMED

Planning: Under the supervision of the supervising agent the Program Assistant:

Plans site visits and group meetings for limited income families

Develops plans for each family for helping them achieve their family goals as they relate to all areas of home and family living

Plans neighborhood recognition events with the target clientele and their families

Assists in identifying limited income families as potential program families and volunteer leaders for Extension youth programs

Develops weekly time plans/schedules of work

Uses scheduled time to plan daily records of home visits, group meetings, number and ethnic origin or the clientele, how time was spent, hours worked, mileage and for making other required reports within the job responsibility

Plans ways to foster leadership growth and personal development among limited-income clientele and their families

Develops plans for reaching prospects and volunteer leaders, both adult and youth

Uses time wisely to study reaching materials provided by agents and develop teaching materials, if needed for use in teaching families

Plans way to help families participate in other Extension Service programs

Implementing

Making individual visits for enrolling and working with families

Works with families in small group sessions to teach family resource management, parenting, leadership and health information in English and Spanish

Works with program families to gain support in enrolling individual homemakers and group members

Assists families to become participants in community and neighborhood achievement events

Identifies and reports to supervising agent prospects for program assistant, homemakers or volunteer leaders (adult and youth) to work with ongoing programs of Extension family and consumer sciences

Follows weekly time plan or schedule for reaching families. Notifies supervising agent if schedule is changed

Keeps daily records and reports of home visits, group meetings, number and ethnic origin of the homemakers, how time was spent, hours worked, mileage and other information as instructed

Secures family information, family records and needs assessments in determining teaching needs

Uses teaching materials developed by agent and develops additional teaching materials for working with families if needed

Keeps informed of available resources and notified families about the services

Encourages family members to participate in other Extension programs and assists with their progression

Keeps the supervising agent informed of needs of individuals and families

Evaluating

Assists supervising agent in collecting needed materials and information from families for use in evaluating progress;

Works with supervising agent on records kept on families for determining training needs and changes made in managing their households for an improved quality of life;

Participates in performance evaluation conferences with supervising agent;

Reporting

Prepares required daily, weekly, monthly and annual reports and records

Gives reports to County Extension staff and others upon request and with approval and assistance of the supervising agent

Keeps up-to-date individual family file on all families enrolled and participating

Makes reports of family progress to supervising agents. Confers with them as needed

Training

Participates in all training activities designed for paraprofessionals

Initial training

Weekly training

Other scheduled training

Participates in conferences with supervising agent as requested, on an individual or group basis

Makes improvements so that up-to-date information can be available to families

Keeps informed on the Equal Employment Opportunity Program of the Texas Agricultural Extension Service and the Texas A&M University System

Participates in an equal performance review interview with the supervising agent

Organizational

Works under the direct supervision of the Extension agent delegated immediate supervisory responsibility

Assists the local county Extension staff to implement an educational program for low-income homemakers and their families

Notifies supervising agent when plans change

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED); college hours preferred

Bilingual (Spanish and English) with ability to converse fluently in both languages

Must have computer skills

One (1) year relevant experience

KNOWLEDGE, SKILLS & ABILITIES:

The County Extension Program Assistant should possess the following qualifications.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Characteristics of maturity to be able to meet problems encountered

Sincere desire to learn and to improve own situation by applying skills and managing personal affairs

A desire to share knowledge and skills with low-income families to help them improve their situation

Sensitivity to the values of others and have empathy, understanding and respect for people in the area, regardless of their economic and social situation

Have background which includes practical homemaking experience with home situation common to the area

Have the ability and willingness to understand, accept the follow through with necessary training in order to be able to inspire, motivate and teach others

Be well adjusted, patient and receptive to training and supervision

Evidence of good health as shown by physical examination

Evidence of leadership ability

Willingness to successfully complete orientation training for new employees and all subsequent in-service training; as well as training which may require travel outside the assigned headquarters

Has ability and willingness to make and keep required records and reports and to keep information confidential

Able to read, write and understand materials that will be used in teaching

Able to read, write and speak Spanish in predominately Mexican-American areas and English where applicable

Certificates, Licenses, & Registrations

Must have a valid current Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

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The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

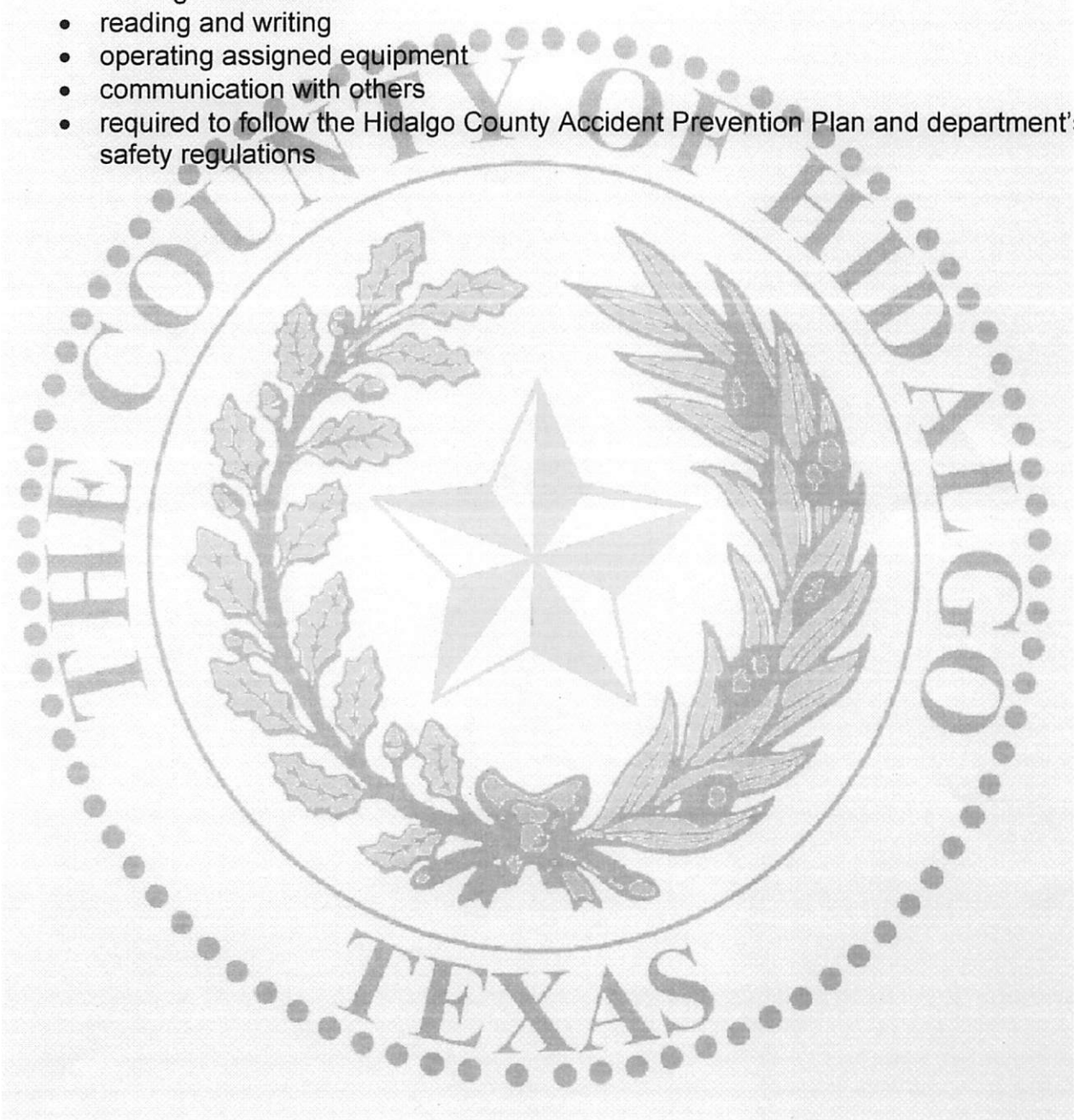
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY

CEA- FR

SUMMARY

The responsibilities of the County Extension Agent are performed in a professional manner through coordination and cooperation with other County staff members under supervision of the assigned administrator.

EXAMPLES OF WORK PERFORMED

Program Implementation:

Responsible for implementing the planned educational programs and activities in assigned program areas

Supports and assists in the implementation of educational program and activities in program areas for which other staff members have assigned leadership responsibilities

Provides leadership or serves in a support role in implementing educational programs which address critical issues and/or emerging needs

Identifies, recruits, and trains local volunteer leaders to enable them to effectively perform their duties while serving on committees, clubs, and/or organizations

Utilizes a variety of teaching methods, strategies/techniques, activities, and materials in conducting educational programs

Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of Texas Agrilife Extension Service in conducting Extension educational programs

Works with and supports Extension-sponsored groups, such as 4-H clubs, Texas Extension Education Association clubs, and master volunteer groups toward the achievement of increased participation and strengthened programs

Program Planning:

Responsible for planning with committees, task forces, groups, and organizations to conduct educational programs and activities

Develops comprehensive outcome and output program plans which address base programs, critical issues and clientele needs

Plans evaluation strategies for outcome directed programs and significant program activities

Plans regularly with the total staff to coordinate programming efforts

Coordinates and collaborates with other agencies, groups and organizations to plan educational programs

Program Evaluation:

Utilizes appropriate evaluation strategies/techniques to determine the progress of outcome programs and other program activities in reaching the objectives of the County program

Utilizes evaluation results to make program revisions and modifications

Utilizes evaluation data and program outcomes to interpret program impacts to elected officials, key leaders and stakeholders

Reporting and Interpretation:

Maintains appropriate communications with County, District, and administrative staffs to facilitate comprehensive understanding of the County program

Prepares monthly, annual and special reports and outcome program summaries to demonstrate results of planning, program accomplishments, and changes in behavior resulting from the educational programs

Conducts multiple interpretation events for the County and state elected officials to report on program accomplishments and outcomes

Individual Development:

Develops a long-range professional improvement plan with the appropriate District Extension Administrator and appropriate input from Regional Program Directors

Develops annual individual development plan which addresses short term professional improvement needs and career goals

Participates in formal and informal training opportunities to increase knowledge and skills and maintain technical competencies

Office Management:

Maintains a neat office which facilitates effective working conditions and presents a favorable image

Keeps informed on Extension policy, research reports, and publications which are applicable to program responsibilities and position description

Participates in regularly scheduled County staff conferences to coordinate plans, activities, and joint work to promote staff teamwork and the make the best use of each agent's time

Assistance in the maintenance of files, mailing lists, membership rolls of Extension-related organizations, and inventories

Keeps informed on and complies with the Equal Employment Opportunity Program of Texas Agrilife Extension Service. Cooperates with County Coordinator and other staff members in the development and implementation of an EEO Action Plan for the County office unit

Participates in recruiting, employing, training, and other related activities for secretarial and paraprofessional personnel the agent supervises or jointly supervises in accord with the policies and procedures of the Equal Employment Opportunity Program of Texas Agrilife Extension Service

Conducts annual performance review with each support staff member the agent is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review

Other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Master's Degree in appropriate discipline (Bachelor degree with 8 year agreement to obtain Master's) NOTE: Urban designated counties require completed Master's degree

Graduate degree in home economics/human ecology related concentration, family and consumer science education or field closely related to job responsibilities

Demonstrat professional and technical competencies in areas related to assigned County

Computer competencies required

KNOWLEDGE, SKILLS & ABILITIES:

Strong service ethic and desire to work with all audiences in assigned County, regardless of socioeconomic level, race, color, sex, religion, disability or national origin

Ability to communicate effectively

Bilingual (Spanish and English) with ability to converse fluently in both languages

Travel connected with official duties may be required. This may include attendance at night and/or weekend meetings, participation in out-of-county events

Must have willingness to work necessary hours to fulfill job responsibilities (some evenings and weekends)

Must reside in assigned County

Certificates, Licenses, & Registrations

Must have a valid current Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

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- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

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