**Expectations of ANR Educators**

**June 18, 2019**

I. Core Job Expectations **(“Have to do’s)**

1. Be actively engaged in your role on Area Plan Commission as designated by state statute (most counties). [No need to serve as President. Avoid serving on Board of Zoning Appeals)]. This includes participating in Land Use trainings to keep up-to-date.
2. Provide Pesticide Applicator Recertification Program (PARP) trainings in county and complete certification requirements as needed [Complete core training and exam as soon as possible, begin teaching and certifying, complete Category 1A certification by second December 31 after hire].
3. Conduct ongoing needs assessment in ANR with ANR Advisory Committee (not a goal in itself after first year).
4. Complete weekly Crop and Weather reporting to NASS during growing season.
5. As needed, fulfill the “livestock in disasters” Emergency Support Function 11 of Emergency Management Plan. Introduce yourself to County Emergency Management Director.
6. Your Extension program should include you teaching frequently.
7. Include signature programs in your educational offerings.
8. Conduct evaluations of some of the key educational events you lead to measure short and medium term impacts and report those results in Digital Measures.
9. Provide plant and pest diagnostics and management recommendations for local stakeholders.
10. Assist livestock and poultry producers with management recommendations.
11. Assist County Team with the Fair (all hands on deck).
12. Attend State ANR Fall Retreat.
13. Connect with stakeholders in all facets of Agriculture and Natural Resources.
14. Depending on county needs, engage with the following: i. Master Gardeners program

i. On-Farm, PAC, or INField Advantage research

ii. Work closely with Indiana Conservation Partnership members (FSA, NRCS, SWCD ISDA, DNR,

FWS)

iii. Local media

II. Goal-Oriented Expectations **(“Expected to do’s”)**

1. Develop and maintain an area of expertise that matches your training/skills and the county needs.
2. Select and report on at least one goal contributing to a “Focus Group” in ANR
3. Leadership of at least one program (e.g. submit impact statement) under that goal.
4. Additional team work in programming and deliverables demonstrated under that goal, including teaching.
5. Other goals selected among ANR goals should reflect needs of the county and result in county and area programming to address those needs.
6. Educators with split appointments may have one goal from the other area and one from either area in addition to their ANR focus group-related goal.
7. Evidence of teaching, program delivery, and assessment under all three goals.

III. For split appointments, the list of requirements is still largely the same. The number of goals directly related to ANR is less. Percentage of assignment is considered in accomplishments.

Indicators:

1. Indicators that identify when an educator is working at an **exceptional** level?

* Lead and teach programs inside and outside of their county
* Participate in the development and delivery of signature programs
* Lead or participate in efforts to secure outside funding through grants or gifts
* Develop a reputation statewide for expertise in an area
* Have county programs adopted in other counties
* Receive positive feedback from participants in programs
* Include positive impact in addition to outputs in annual report
* Use negative or lukewarm feedback to improve programs
* Use needs assessment in program planning and delivery
* Include needed programming in areas outside of area of expertise
* Participate fully in area and Focus Group activities, including leading when appropriate

1. Indicators that identify when an educator that is **not meeting expectations**?

* Relying too much on others for program delivery
* Not seeking input through needs assessment
* Not being connected to certain groups of clientele
* Not relaying a story in annual report and impact statements
* Focusing on outputs, not impacts, in annual report.
* Reporting lukewarm feedback on programs selected for reporting
* Receiving negative reviews from Extension Board
* Focusing programs only on areas of comfort.
* Lack of engagement with the local Ag community