Roles for EFNEP Team Members

Each position listed in the matrix has a role in supporting EFNEP programming either locally, regionally or statewide. The position in leadership for a particular task is indicated with the letter L. Other members involved in the support of this task are indicated by an "x". Lead members are responsible for clear communications to other supporting staff to assure that program management is coordinated.

Tasks **L** = *Lead team member for task* *x = supporting team member*	TEAM MEMBERS						
	CED	**FCS Agents**	**4-H Agents**	**RNEA**	**State Staff**	**DED**	**EFNEP Educator (PA)**
Time and Travel	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Approve PA leave ● Notification of EFNEP PA leave should be given to EA due to EA's role in coaching and observation of EFNEP PA. ● CEDs will be given dates of EFNEP trainings and meetings to assist with leave approvals.	**L**						
2. Approve PA timesheets ● PAs should follow agreed procedures for confirming planned schedule with their county office daily. ● EAs will provide hours for all EFNEP trainings to assist CED in reviewing timesheets. ● PAs will submit monthly timesheet to EA.	**L**						
3. Approve PA travel ● EA should receive a copy of the travel reimbursement print out each month. EAs will review the travel summary to coach PAs and ensure efficient use of travel dollars.	**L**						
4. Review PA programming schedule ● CEDs should have access to EFNEP PA schedules to review for approval of travel and for input on county programming. ● EA should have access to EFNEP PA schedules (Google Calendar) to coach EFNEP PA in meeting programmatic goals.	**L**	x	x	**L**			

Tasks L = Lead team member for task x = supporting team member	TEAM MEMBERS						
	CED	FCS Agents	4-H Agents	RNEA	State Staff	DED	EFNEP Educator (PA)
Time and Travel	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
5. Provide guidance on PAs use of travel allocation				**L**			
6. Assignment and adjustment to travel allocations. ● Allocations from EFNEP funds are based on the following criteria: available funds, size of county and delivery strategy employed in the county. CED will be leader for any county level travel funds. EFNEP travel may not be used for association travel, registration or per diem.	x			x	**L**		
7. Define geographic work area of PA	**L**	x	x	**L**			

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	CED	**FCS Agents**	**4-H Agents**	**RNEA**	**State Staff**	**DED**	**EFNEP Educator (PA)**
Hiring PAs	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Give guidance and training to CEDs on PA hiring procedures						**L**	
2. Determine need and availability of funds for positions	x			x	**L**	x	
3. Advertise positions ● RNEA will provide the job posting template for NCSU website and local newspapers, if needed.	**L**			x			
4. Selection of candidates for interview	**L**	x	x	**L**			
5. Lead interview process ● RNEA will provide CED with the EFNEP interview guide to help facilitate the interview.	**L**			**L**			
6. Involvement in the interview process ● EFNEP PAs currently staffed in the county may be involved in the interview process at the discretion of the CED. It is particularly helpful to have a bilingual EFNEP PA present during the interview for a bilingual position.	**L**	x	x	**L**			x
7. Check references	**L**						
8. Maintain position applicant files	**L**						
9. Make offer to candidate-Submit a copy of the offer letter to the EA and EFNEP State Office	**L**					**L**	
10. Complete and submit initial hiring forms including I-9 and Benefits training	**L**						
11. Secure laptop from EIT ● Provide match for laptop lease	**L**						
12. Secure unity ID for PA	**L**						

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	CED	**FCS Agents**	**4-H Agents**	**RNEA**	**State Staff**	**DED**	**EFNEP Educator (PA)**
Communication	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Share EFNEP budget information				x	**L**		
2. Provide quarterly travel/supply allocation updates to PAs, CEDs, RNEA				x	**L**		
3. Salary changes ● Any change in salary should be communicated to each of the designated team members as the change affects budgets at both the county and state level.	x				x	x	
4. Website maintenance ● PA role is to promote sites.				x	**L**		x
5. Interpretation of data for program evaluation	x			**L**			
6. Communicate with county staff appropriate functions for EFNEP PA	x	x	x	**L**	**L**		
7. Communicate federal and state guidelines				x	**L**		
8. Share results of observations with CED and/or Agents				**L**			
9. Share program accomplishments and successes ● All team members should share program accomplishment and successes with their respective stakeholder groups.	**L**	x	x	**L**	x	x	x
10. Market program	x	x	x	x	x	x	**L**
11. Develop county marketing plan to include EFNEP	**L**	x	x	x			
12. Serves on state committees to support EFNEP	x	x	x	x	x	x	x
13. Facilitate agency collaborations ● Different team members will take lead at various points	x	x	x	x	x	x	x

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Communication	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
depending on agency relationships. ● County staff should be prepared to provide more assistance to new PAs.							
14. Work with county staff to include EFNEP programming strategies	x	x	x	x	x	**L**	x
15. Liaison between state staff and county staff				**L**			
16. Liaison between land-grant universities						**L**	

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Programming	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Program delivery to participants • As appropriate, PA should connect participants to additional CES opportunities led by Agents.		x	x				**L**
2. Volunteer recruitment and training		x	x	x			**L**
3. Resource development (securing programmatic funding for EFNEP from various sources) • All team members should seek additional funding support to enhance and expand program outreach. • Professionals should seek local, regional and state grant opportunities. • PAs should seek local in-kind support and donations from partners.	**L**	**L**	**L**	**L**	**L**	x	x
4. Provide subject matter (food, nutrition, food safety, physical activity, food resource management) support to PA	x	**L**	x	**L**	x		

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Program Management	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Assure compliance with EFNEP federal policy ● Visit ncefnep.org for policy document	x	x	x	**L**	**L**	x	x
2. Assure compliance with NCSU/NCCE/County policies and guidelines. Visit ncefnep.org for state guidelines document.	**L**	x	x	x	x	x	x
3. Evaluate EFNEP records and reports for accuracy				**L**	**L**		x
4. Submit EFNEP records documentation to state office for accountability ● PA will submit timesheets to the state EFNEP office for auditing purposes.							**L**
5. Monitor progression of program participants				x			**L**
6. Establish PA workload				x	**L**		x
7. Conduct regular monthly conferences to review progress	x	x	x	**L**			

8. Observe PAs in the field
   ● RNEAs will lead observations team and make at least three observations per year to continually monitor program success. EA will complete additional observations as needed to assist with coaching PA success.
   ● CED, FCS Agent and/or 4-H Agent should observe PAs once a year for program knowledge
   ● A Program Review Team will complete observations during site visits. These site visits will be completed on a rotating schedule posted on the EFNEP staff site.
	x	x	x	**L**	x		

9. Analysis of program data						**L**	
10. Secure and manage program resources including securing funding for salary match	**L**	x	x	x	**L**	x	x

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Coaching PA performance	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Coach and counsel PA for optimal performance ● RNEA will work with CED and PA to establish program goals and milestones for measurement of success. ● RNEA will conduct monthly individual conferences to review progress and coach success. ● RNEA will solicit observed needs for coaching from local staff. ● RNEA will communicate progress in reaching goals and strategies for improvement if applicable on a quarterly basis to CED. ● CED will support the goals of EFNEP and coach PA in organizational and office policy and procedures. ● FCS Agent should support EFNEP PAs (adult, youth and pregnant teen) through continued coaching in nutrition, food safety, food resource management, and physical activity subject matter. ● 4-H Agent should support 4-H EFNEP PAs through coaching in youth development, volunteer recruitment, and additional 4-H opportunities for EFNEP youth.	**L**	x	x	**L**			
2. EFNEP PA evaluations (mid-year and end-of-year)	**L**	x	x	**L**			
3. Disciplinary actions	**L**			x		x	

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	CED	**FCS Agents**	**4-H Agents**	**RNEA**	**State Staff**	**DED**	**EFNEP Educator (PA)**
PA Training	*Tasks without a suggested lead team member indicates equal responsibility for different components of the same task.*						
1. Orientation of County and CES including ERS training • An orientation manual to assist CEDs in this process is provided by EFNEP specific to the EFNEP PA role.	**L**	x	x				
2. Initial subject matter training				**L**	x		
3. On-going subject matter training	x	x	x	**L**			
4. Teaching techniques/professional development training				**L**	x		
5. Curriculum updates				x	**L**		
6. Mentoring • RNEA will provide tenured PAs wishing to serve as mentors with training for the role. • RNEA will match new PA with trained mentor.				**L**			**L**
7. Personnel issues training – legal issues	x					**L**	

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