

APPENDIX B: OUTLINE FOR AN EXTENSION AGENT JOB DESCRIPTION

The agent is responsible for planning, implementing and evaluating educational programs in assigned programming area(s). The agent is initially responsible to the designated parish chair, to the Regional Director and then to the Vice Chancellor & Director of Extension. In addition, depending on the job assignment the agent may also be responsible to Regional Coordinators or Field Program Leaders.

A. PROGRAM PLANNING

1. Maintain an effective parish Extension Advisory Committee in the program area of assignment to identify clientele needs.
2. Maintain a current written Plan of Work.
3. Develop a volunteer leadership management plan.
4. Plan and conduct educational programs that target diverse audiences in a manner that is non-discriminatory on the basis of race, color, national origin, sex, religion or handicap.

B. PROGRAM IMPLEMENTATION

1. Implement the plan of work as written or make appropriate adjustments based on changes in the situation and Advisory Committee input.
2. Utilize a variety of appropriate teaching methods and techniques in program delivery that most effectively reach the intended audience.
3. Utilize time efficiently and effectively whether implementing planned or unplanned activities.
4. Develop and maintain a cooperative working relationship with local governing bodies, community leaders, other agencies and organizations on related issues.
5. Promote the development of leadership through identification, training, utilization and involvement of volunteers.

C. EVALUATION

1. Evaluate and report impact of educational programs in terms of behavior changes in clientele.
2. Systemically evaluate program impacts and report to stakeholders and Extension administration.

D. PROFESSIONALISM

1. Continue professional development and remain current with program area research and its application to programming.
2. Maintain a high level of professional image including dress, conduct, productivity and effectiveness in performing job responsibilities.
3. Keep informed on laws, regulations, policies and procedures affecting the conduct of Extension programs.
4. Actively participate in professional, industry and community organizations.

E. OTHER TASKS

1. Work cooperatively with other AgCenter faculty on parish, regional and state levels.
2. Perform other tasks that may be assigned by the parish chair, Regional Director or the Vice Chancellor & Director of Extension.

F. SERVICE

A general statement on service activities to clientele, the LSU AgCenter, the LSU System, the community, the profession that is expected of all LSU AgCenter faculty.