

Promotion to Community Worker II Protocol

After at least 12 months of working with a full caseload (68-90 teaching visits per month for a .75 FTE educator; 90-120 teaching visits per month for 1.0 FTE) as an EFNEP educator, if an educator is meeting the following expectations, they may be promoted from a Community Worker I to a Community Worker II:

1. Quantity of work: The educator is consistently meeting the upper 25% of the range of their individual teaching visits goal for 8 out of the last 12 months.
2. Meeting/exceeding (level 2 or higher) on all other standards/goals/objectives, based on the *EFNEP State Classified Annual Performance Evaluation* form in the following areas: Planning/Organization/Coordinating; Public/Community Relations; Organizational Commitment and Adaptability; Communication/Verbal and Written; Interpersonal Relations; Instructional Management of Youth; Instructional Management of Adults; and, Evaluation and Impacts.
3. Educator is consistently at work/on the job. Educator is punctual, doesn't often ask to leave early, and consistently follows the *EFNEP Educator Leave Policy* when appropriate.
4. Educator is doing a thorough and accurate job of completing and turning in paperwork on time (calendars, Entry/Exit records, attendance records, volunteer forms, p-card receipts, monthly summary sheets, timesheets, travel documentation).
5. Educator has effective and timely communication with their supervisor, the state office, their agency partners and their participants (emails, phone and text). Educator consistently responds to requests from supervisor and state office. Educator is a team player.
6. Educator is successful at recruitment (recruits participants into classes regularly, has a list of potential participants, and acts upon referrals).
7. Educator maintains and supports partnerships and collaborations between agency partners established by supervisor. Creates classes on their own in addition to managing classes arranged by NPS.

If an educator is meeting the expectations listed above, the educator's supervisor will initiate a conversation with the state office to discuss the possibility of moving that educator to a Community Worker II position. Materials needed to make decision:

- Monthly Goals Summary Sheet – Dwayne
- Year-end Evaluation and Impacts – Dwayne
- Feedback about timeliness and correctness of paperwork – Kathie
- Feedback from supervisor about: daily routines, calendar, leave time, recruitment, agency collaborations and overall acts as a team player.
- Performance Appraisal and Teaching Observation forms completed by supervisor.