

EFNEP & SNAP-Ed Paraprofessional Educator Core Competencies

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A. BUILD AND MAINTAIN EFFECTIVE INTERNAL AND EXTERNAL PARTNERSHIPS

- A-1 Strengthen programming by collaborating with community stakeholders (agency partners, participants, volunteers, and policy makers)
 - A-2 Follow through with partnership opportunities as directed by the program supervisor
 - A-3 Respond to agency referrals in a timely manner and report follow-up with the person/agency that made the referral
 - A-4 Communicate with partners about program goals, benefits and requirements
 - A-5 Facilitate the completion of partnership/nondiscrimination agreements
 - A-6 Understand, respect, and verify that the mission of partnering agencies align with the Extension mission
 - A-7 Communicate as needed with internal and external partners to coordinate services (phone calls, emails, virtual, face-to-face)
 - A-8 Communicate partnership concerns and issues to program supervisor in a timely manner
 - A-9 Communicate evaluation results with partners (summary of data, how program went, photos)
 - A-10 Connect community partners with other Extension program resources (4-H, Master Gardeners, FCS programs)
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B. PLAN PROGRAMS/LOGISTICS

- B-1 Discuss and agree upon program expectations and logistics with agency partners (such as classroom size, classroom set-up, technical equipment, access to running water/electrical outlets, etc.)
 - B-2 Educate and recruit eligible audiences about the program (e.g., adults, youth, agencies)
 - B-3 Schedule programs with input from program supervisor, participants, and/or agency partners
 - B-4 Request or obtain allowable materials needed for programs (e.g., food, educational materials, equipment, reinforcements/enhancements and forms, partnership agreements/MOUs if needed)
 - B-5 Plan and prepare supervisor approved activities, materials and space based on interests, age, language, culture, access to technology, and abilities (literacy, special needs)
 - B-6 Use evidence-based, program-approved educational curricula and materials
 - B-7 Use required logos, program funding statement, EEO statement and/or messaging on printed materials.
 - B-8 Use civil rights posters at all sites
 - B-9 Organize and maintain inventory of curricula, supplies and equipment
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C. DELIVER PROGRAMS

- C-1 Create a welcoming, safe, and inclusive environment conducive to learning
 - C-2 Establish respect and rapport with participants, agency partners, and/or volunteers
 - C-3 Teach evidence-based approved program curricula to meet the needs of participants
 - C-4 Use approved and appropriate teaching methodologies (food activities, technology, games, etc.)
 - C-5 Identify and build on participants' strengths
 - C-6 Facilitate learner-centered activities
 - C-7 Demonstrate active listening, ask open-ended questions, and provide positive feedback
 - C-8 Apply current Dietary Guidelines for Americans
 - C-9 Apply current Physical Activity Guidelines for Americans
 - C-10 Assess participants' ability to access and use kitchen tools and equipment safely
 - C-11 Participate in PSE (policies, systems and environments) opportunities with agency partners as directed by program supervisor
 - C-12 Encourage participants to apply new information and skills to set goals (such as take-home activities, activities to practice at home, use reinforcements/enhancements, etc.)
 - C-13 Recognize participants' successes to help build confidence
 - C-14 Refer participants to other Extension programs, human service agencies, and other community resources as needed.
 - C-15 Use supervisor and colleague feedback and/or evaluation results to improve teaching skills/techniques
 - C-16 Conduct indirect education/short-term events for marketing and recruiting (such as health fairs, cooking demos or other community events) as directed by program supervisor
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D. EVALUATE PROGRAMS

- D-1 Follow program approved methods (script, instructions, props) to direct participants to complete entry/exit paperwork
 - D-2 Collect required forms (such as sign-in sheets, class attendance records, participant consent forms, photograph consent forms, 24-hour dietary recalls, physical activity consent form, entry/exit forms, teacher evaluations, etc.)
 - D-3 Ask participants, teachers, agency partners for feedback about program effectiveness
 - D-4 Maintain participant confidentiality in collection, transportation and storage of data
 - D-5 Review records for completeness and follow-up with participants if needed
 - D-6 Prepare, submit and/or enter data in a timely manner
 - D-7 Meet expected goals for participation/caseload as designated by supervisor
 - D-8 Provide constructive feedback to supervisors about program effectiveness as needed
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E. MAINTAIN ACCURATE RECORDS AND REPORTS

- E-1 Document time and travel regularly and accurately (mileage records, time sheets, etc.)
 - E-2 Prepare and submit records and reports neatly, accurately, completely and on time (such as receipts, program attendance, program activity reports, calendar/schedule, mileage, time sheets, etc.)
 - E-3 Follow program guidelines for document and storage security
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F. COMMUNICATE PROGRAM VALUE

- F-1 Communicate the goals and mission of Extension and the program with agency partners and participants
 - F-2 Use evaluation information (such as success stories, testimonials, WebNEERS/PEARS/other electronic reports) to share program results
 - F-3 Share program information, outcomes and successes with partners
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G. UNDERSTAND AND RESPECT DIVERSITY

- G-1 Respect and value people's differences
 - G-2 Demonstrate objectivity and avoid imposing one's own values on others
 - G-3 Create learning environments that are safe, respectful, culturally appropriate, and meet Americans with Disabilities Act requirements
 - G-4 Understand living environment of participants
 - G-5 Provide nutrition education that is free from discrimination and meets current equal opportunity requirements
 - G-6 Comply with civil rights requirements and policies (such as displaying civil rights poster in classes, document civil rights activities)
 - G-7 Complete required civil rights training
 - G-8 Seek additional diversity training opportunities
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H. BUILD AND MAINTAIN PRODUCTIVE INTERPERSONAL RELATIONSHIPS

H-1 Maintain positive working relationships with support staff, co-workers, and supervisors

H-2 Share program materials and ideas with co-workers

H-3 Coach and mentor new co-workers as directed by supervisor

H-4 Use effective verbal, writing, and listening skills

H-5 Be open to new ideas, concepts, and information

I. DEMONSTRATE TECHNOLOGY LITERACY

I-1 Operate or be willing to learn how to operate common office equipment

I-2 Be open to learning and trying new technology

I-3 Use technology for effective communication and program support

I-4 Use approved websites for program support and implementation

I-5 Use technology appropriately in teaching (when available and appropriate)

I-6 Use online evaluation tools and reports when available and/or required

J. DEMONSTRATE PERSONAL ACCOUNTABILITY

J-1 Demonstrate effective time management skills to meet program expectations such as teaching, recruiting, recordkeeping, and reporting

J-2 Meet scheduled commitments; arrive prepared and at scheduled time; cancel appointments only when absolutely necessary

J-3 Use program resources wisely and ethically (such as travel, time, budget, equipment, materials, reinforcement/enhancement items, etc.)

J-4 Maintain participant confidentiality

J-5 Communicate concerns and issues to supervisor in a timely manner (such as sickness, leave requests, change of schedules, work-related accidents/incidents, and conflicts with agents, participants, co-workers, other stakeholders, partners, etc.)

J-6 Practice positive work ethics (loyalty, honesty, integrity, perseverance, dependability, teamwork)

J-7 Demonstrate compliance with health and safety policies and procedures for yourself and others at work

J-8 Dress according to program guidelines including name tag and other required identification

J-9 Practice good hygiene

J-10 Model positive nutrition, health, physical activity and food safety behaviors

J-11 Have reliable transportation

J-12 Comply with State laws to the best of your knowledge (such as copyright laws, sexual harassment, and reporting suspected child abuse, etc.)

J-13. Work independently with confidence

K. PARTICIPATE IN PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- K-1 Be an active participant in staff development/training

- K-2 Set goals to improve work performance

- K-3 Seek supervisor feedback and use suggestions to improve job performance

- K-4 Volunteer and/or accept additional responsibilities when appropriate and with supervisor approval

- K-5 Participate in the research mission of the university as approved by supervisor

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