

# ACAAA

## *Arkansas County Agricultural Agents Association*

### **SUMMARY OF EXPECTATIONS FOR PROMOTION IN RANK**

#### **Agent I to Agent II**

The successful candidate should demonstrate that he/she:

- has established credibility with clientele.
- can garner client support for their programs
- is able to analyze clientele needs and develop plans to address them.
- has successfully implemented short term program objectives.
- is capable of setting long term goals involving clientele and mobilizing resources to meet program objectives.

#### **Agent II to Agent III**

The successful candidate should:

- recognize opportunities for extension programming and the timing of "teachable moments" when clientele will be receptive.
- match program objectives with the short and long term needs of local clientele.
- demonstrate the ability to plan, implement, and evaluate a comprehensive educational program with the appropriate short term and long term program objectives.
- demonstrate the ability to evaluate the impact of their program and use those impacts as a guide to further program refinement.
- present evidence of continued professional growth through participation in professional organizations, service to the extension organization, community involvement, and peer recognition.
- establish credibility within the local community as a leader and an important resource for the advancement of the community.

**All Applicants:**

- illustrate individual efforts versus that of county staff as concerns reporting accomplishments in some areas where agents' responsibilities overlap.
- show documentation of growth over time that presents a document that contains detail, is easy to review, and will stand on its own merit.
- use a format that is well designed and easily reviewed – (ex. charts).
- utilize a variety of well written documents to illustrate educational roles.
- document a variety of visible programs.
- document use of clientele surveys, etc. to illustrate program impact on county residents.
- provide specifics regarding documentation of results and changes made (acreages, yields, economic changes, attendance at all events, etc.) as a result of programming by years.
- submit copies of agendas (showing agent in teaching, leadership roles), newsletters, actual news articles, promotional flyers, etc.