

Program Focus Teams

Roles and Responsibilities

K-State Research and Extension agents and specialists are engaged in an ongoing process of programming and professional development. Teams determine appropriate professional development opportunities to assist agents in developing expertise in the area of program focus and lead program development initiatives.

A. Purpose of Program Focus Teams

- Identify basic knowledge and professional development opportunities for all agents who want to do programming in subject area.
- Identify advanced knowledge and professional development opportunities for program focus team members wanting to do in-depth programming in subject area.
- Develop state-wide action plans and evaluation plan related to subject area.
- Identify at least one signature program – a comprehensive, team-based program shown to be successful and replicable across the state – that should include curriculum, program materials and evaluation instrument

B. Design of Program Focus Teams

- Program focus teams are led by an agent, a specialist (state or regional), and evaluation liaison.
- Department heads, regional directors, and program leader coordinators recommend and approve appointments to teams.
- All program focus teams are non-departmentally formed.
- Program focus teams report progress to appropriate program leader coordinator.

C. Agents' Role

- Identify an area of program focus and develop expertise in this area, in consultation with their extension board and regional director.

- Participate as a team member to acquire and deliver knowledge in a specific area of program focus.
- Include program focus activity in professional development plan.
- Participate in development of a state-wide action plan in subject area.
- Provide input into what professional development is needed.
- Experience more efficient and specific training.
- Become recognized for their chosen area of program focus.
- Change designated area of program focus as deemed necessary by agent, extension board, and regional director.

D. Specialists' Role

- Participate in the process to advance knowledge in a specific area of program focus.
- Serve on various program focus teams as specialist knowledge and training are desired.
- Learn what programs are needed by the agents.
- Provide leadership to conduct efficient and specific training to agents on the program focus team.
- Participate in development of a state-wide action plan in subject area.
- Increase agents' ability to conduct focused programming.

E. Program Leader Coordinator's Role

- Participate as an active member of the program focus team in planning professional development and program development opportunities.
- Encourage open availability of basic knowledge offerings to the entire system.
- Communicate ongoing progress of the team with the associate director for extension programs and other administrative unit leaders.

- Monitor the program focus team budget.
- Guide specialists in identifying a team to be on.
- Encourage involvement of entire team in deciding opportunities for professional development.

F. Selecting a Program Focus Team

— New Agents

Each agent will select one area of program focus. The determination of that area should be based upon the following questions:

- Is this a need in your local unit?
- Do you have the support of your extension board and regional director?
- Are you willing to seek out and attend training to strengthen that expertise?
- Do you have a passion for the work to be done?

In consultation with regional director and extension board, determine the area of program focus in which new agent will develop expertise. This will take place after new agent program development session, during agent performance

review process, or at a time determined appropriate by the three parties involved in the process.

- Regional director will submit agent's name and program focus selection to Field Operations.
- Agent's name will be listed on the web as a member of selected team.

G. Selecting a Program Focus Team

— New Specialists

- Work with program leader coordinator and department head to identify the program focus team(s) in which a new specialist will advance knowledge. This will take place within the first six months of employment.
- Become an active member of at least one program focus team.
- The program leader coordinator will submit specialists name and program focus selection(s) to Field Operations.
- Specialist's name will be listed on the web as a member of selected team(s).