

County Coordinator Self-Evaluation Tool

All educators are encouraged to submit a Self-Evaluation Tool for the position of County Coordinator when the five-year term in their respective county is up. This is a leadership position that all educators should learn from, understand, and experience at some point in their Extension career. It is the intent of Extension administration that the duty of County Coordinator should be rotated among all eligible educators within the county, so that all might share in the opportunity to build leadership capacity.

Listed below are the specified duties and responsibilities of the County Coordinator. Please rate yourself in each of these areas of responsibility and how you would respond to these responsibilities. Please be complete but concise in your responses.

- 1. Serve as a UW Extension contact with the county government. Work closely with the associate director responsible for the county to build a positive relationship with the county commissioners, clerk and other county officials. In most counties this will mean service as one of the cadre of county department heads. -How would you evaluate/measure your skills in this area and how would you respond to this responsibility?**

- 2. Administer the budget of the county Extension program. This requires working with county government. This also includes oversight of other county resources such as vehicles, building space, etc. In cooperation with personnel, provide leadership in the development and presentation of a budget to support Extension programs; manage the budget so all personnel have support to conduct programs as resources allow; monitor the budget to assure proper management of finances; provide for the development and maintenance of all fiscal records as required; and, as appropriate, explore external funding. -How would you evaluate/measure your skills in this area and how would you respond to this responsibility?**

- 3. Supervise the county employees assigned to the county Extension program such as the support staff and program associates who are county employees. The associate directors will generally supervise university employees. - How would you evaluate/measure your skills in this area and how would you respond to this responsibility?**

4. **Coordinate all county Extension programs. This includes working with area educators and county assigned educators to assess county educational needs and coordinate the educational resources to address those needs. It also includes coordinating appropriate UW Extension and UW resources to solve clientele problems in the county. County coordination responsibilities include all UWE programming with the county such as Cent\$ible Nutrition and other soft-funds driven programs.** -How would you evaluate/measure your skills in this area and how would you respond to this responsibility?

5. **Provide leadership for intra-office communication including regular staff meetings and initiation of office activities that build team communication among staff. As part of the leadership role, the county coordinator should work as a mentor for other educators in the county, helping them to fully learn, understand, and experience the role of County Coordinator; and, lead civil rights efforts at the county level.** -How would you evaluate/measure your skills in this area and how would you respond to this responsibility?

Provide any other qualifications, comments, or circumstances that you feel are important to this Self-Evaluation.

Please submit this Self-Evaluation to your Associate Director by: _____