

# CREATE BETTER HEALTH

## SUPERVISOR - CHECKLIST OF DUTIES



### WEEKLY

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- Approve hours in Aggietime
- Check in with Ambassador
- Review CBH Google calendar

### MONTHLY

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- Staff meeting preferable twice each month
  - Schedule teaching assignments
  - Update Ambassador on county happenings
  - Review program needs
  - Policy updates from state office
  - Review classes and partnerships
  - Ambassador reports on projects
  - *\*Hold individual one on one interviews*
- Approve Aggie Time hours for Ambassador on 1st and 16th
- Review PEARS reporting
- Assist with programming
- Zoom Meetings Mondays at 10 am.
  - Week 1- Statewide staff meeting
  - Week 2- Supervisor meeting
  - Week 3- Statewide training
- Inservice Zoom 4th Wednesday at 10 am

### QUARTERLY

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- Meet with staff one-on-one
- Observe Ambassador

### YEARLY

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- Digital Measures
- Performance Appraisals
  - Contact Marcia for training dates
- Attend Annual Conference
- Attend Region Trainings as available
- Manage Partnership list
- Set yearly program goals with Ambassador
- Select PSE efforts for the year
- \*Scholarly Works*
- \*Write additional grants*

*\* Optional best practice*



Extension  
UtahStateUniversity

