Food $ense Supervisor Guidelines for NEAs

Supervisors should encourage, train, and support NEAs. Supervisors should observe NEAs and provide constructive education to assist the NEA in meeting the following:

Teaching and Demonstration Skills

• Appropriate education materials that are approved through Food $ense (SNAP-Ed) should be used
  • Knows material well
  • Well organized
• Provide guidelines and sensitivity training when working with underserved audiences.
  • Objectivity and avoids imposing own values, preferences, and beliefs on others
  • Empathetic to participants and reserves judgment
• Engagement in lessons through creative teaching techniques, demonstrations, knowledge, etc.

Reporting and Documenting Work

• Detailed and timely reports of teaching activities, successes, etc. to State Office.
  • State approved evaluation forms and methods followed.
  • Reports completed in a neat, accurate, and timely fashion.
  • Payroll and travel documents accurate with appropriate signatures.

Recruiting

• Provide all reasonable effort in recruiting and teaching target audiences.
  • Understanding of community demographics, resources, needs, and issues.
  • Builds and maintains effective partnerships.

Training

• Provide county staff meetings
• Include in Extension staff meetings to coordinate gardening, 4-H, and other programming
• Participate in statewide staff meetings (1st and 3rd Monday’s at 10 a.m.)
• Participate in IVC continuing education (4th Wednesday at 10 a.m.)
• Participate in other state trainings including annual conference typically in October