



Academic Coordinators' "TO DO" List

The academic coordinator is the liaison between the school community, district administration, academic coaches and the League office. Academic coordinators assist the principal and academic coaches to provide the best opportunities for students in UIL academic competitions.

Beginning in the Fall:

- Carefully read your *Academic Coordinator's Manual*.
- Register on the UIL website as an Academic Coordinator to submit contact information to the League, update each year, and indicate if you want a hard copy of the manual mailed to you.
- Get UT Austin EID (electronic identification) and password for UIL Spring Meet Online Entry System.
- List UIL academic dates on school's master calendar prior to the start of school.
- Provide the principal with copies of the Professional Acknowledgment Form signed by all UIL academic coaches/sponsors. Forms must be notarized.
- Order study materials from the League office as early as possible.
- Attend the district spring meet planning meeting, and provide all academic coaches with minutes of the meeting.
- Provide teachers and students with information on Student Activity Conferences.
- Join the UIL Academic Coordinator's Facebook page.



Late Fall and Early Spring:

- Provide positive support and encouragement to participating students and academic coaches.
- Encourage new teachers and students to become involved in UIL contests. See the promotional DVDs on our web.
- Arrange for intra-school and interschool competition prior to the academic spring meet contests.



Preparing for District:

- Submit online the academic spring meet, OAP and CX (this will be in Jan/Feb) district meet entry forms at least 10 days prior to the meet.
- Volunteer to assist the district host with any details of the meet.
- Inform your coaches of their duties (grading, monitoring, contest directing) the contests they coach during the meet.
- Submit and assist with paperwork when substitutions occur at the district meet.

Advancing to Upper Level Competition:

- Locate the Region Handbook for your regional competition and the state meet schedule on the UIL website and make reservations and distribute the schedule to students and coaches.
- Check the UIL web site after district & regional meets to see if your school has a wildcard team advancing, and to make sure all substitutes were entered into the online system.
- Provide (or assist in providing) articles and information about your school's participation in UIL contests to the local media.
- Exhibit and provide administrators with copies of articles or photos appearing in the local media.
- Encourage state-qualifying students to apply for TILF scholarships.



Ongoing:

- Regularly check the UIL academic web page for updates, notices and new information. Site is: <http://www.uiltexas.org/academics>
- Distribute mailings or forward email messages from the UIL office to the appropriate academic staff members.
- Check the Web site each month for updates to the now online only *Leaguer*. Email all coaches that it is posted on the UIL web page, and let them know of articles that pertain to their area.
- Provide an accessible, central location for filing and storage of UIL materials. Keep an accurate inventory. Keep a copy of materials on file.
- Provide the community with information about the benefits of competition, the role of rules in competition and how rules are made and changed.

Remember that you are not alone! Academic coaches and campus-level administrators are generally willing to assist in various duties at any time.