



NEW ACADEMIC COORDINATOR?

LET'S GET STARTED

BASIC COORDINATOR DUTIES

Definition

Getting Started

Know the Rules

Tour UIL Website



DEFINE ACADEMIC COORDINATOR



The academic coordinator is the liaison between

- the school community
- district administration
- academic coaches
- the League office





WHERE DO I START?

I would lead you first to our website and direct you to all the resources and helpful information, particularly geared to Academic Coordinators.

[Academic Coordinator Resources](http://www.uiltexas.org/academics/resources/coordinators)

<http://www.uiltexas.org/academics/resources/coordinators>

- Register as an Academic Coordinator
- Download the Academic Coordinator's Packet
- Tips on recruiting and budgeting
- Conflict Pattern
- Accommodation process

HANDBOOKS AND MANUALS



CONTEST HANDBOOKS & MANUALS

(<https://www.uiltexas.org/academics/resources/contest-handbooks-manuals>)



High School Academic Coordinator's Manual

For campus-level academic
coordinators, coaches and contest directors

The best info you can get is to download the Academic Coordinator's Manual from the Resources page. That is about as step-by-step as we have.

The handbooks and manuals for each contest are also included.

STUDY MATERIALS

[Study Materials](https://www.uiltexas.org/academics/resources/study-materials)

<https://www.uiltexas.org/academics/resources/study-materials>

Contest study packets are now being provided at NO COST. They are available in digital, downloadable format from our [website](#).

Or there are other resource vendors listed under Additional Resource Vendors.





WHEN AND WHERE IS CONTEST

Planning meetings should have taken place in last spring or early fall.

Check with your campus administrator who serves on the DEC (UIL District Executive Committee).

Other Academic Coordinators from schools in your UIL district.



HOW TO GET STARTED

Recruit coaches and students

Order study materials

Integrate contests into curriculum

Attend a Student Activities Conference

Attend an invitational meet

Work with athletic coaches and music directors to avoid conflicts. Give priority to contests that count toward UIL standing

Celebrate successes



KEEPING UP WITH THE RULES



Make sure you read the Leaguer each month. It's available on-line

Review the *Academic Coordinator's Manual*

Become familiar with the UIL Constitution & Contest Rules

Network – learn from others

Ask the UIL staff

Attend SACs, invitational meets, Capital Conference

Review UIL WEBSITE and check it regularly

www.uil texas.org

GET ORGANIZED

Inventory system – who gets what?

Notebook system

Calendar with deadlines

Group email of academic coaches

Keep accurate records: travel, results, hours worked, scholarships

Never mix personal \$ w/school \$



BE A TEAM LEADER

Be a motivator, not the only one responsible

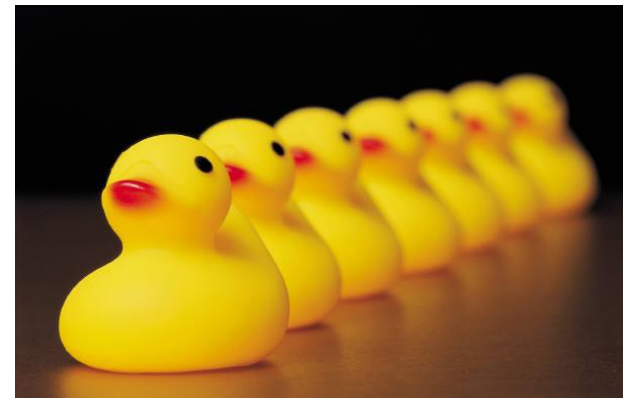
Delegate and give credit for what others accomplish

Cheerleader - small “thank you’s” are critical

Advocate for program & coaches with administrators and community

Monitor with reminders of deadlines, check eligibility

MOTIVATOR – Delegate, but manage



COMMUNICATE

Administrators

Colleagues--(network, listen, ask questions)

Bond with Athletics & Music

Custodial and service personnel

Students

Parents

Community

UIL Staff



QUESTIONS?