



**Survival Tips for the Academic  
Coordinator & Coach**  
*Balancing Coordinator, Coaching,  
& Teaching Duties*

# BEFORE WE GET STARTED

**Register your attendance  
by scanning QR Code.**

Session numbers are in the program.



LUBBOCK ROSTERS



TEXAS TECH UNIVERSITY--LUBBOCK

# INTRODUCTION

Why do we do what we do?



# BACKGROUND

## **Cheri Sain, Lubbock-Cooper HS**

- UIL Coach for 22 years
- UIL Co-Coordinator at Sudan High School for 10 years
- UIL Coordinator for Lubbock-Cooper High School for 4 years
- English Department Head for 4 years
- Coached all speech events, journalism events, spelling, literary criticism, One Act Play, Theatrical Design
- Hosted UIL tournaments and district contests



# **YOUR ROLES**

**Coordinator Responsibilities**

**Coaching Duties**

**Teaching Obligations**

# COORDINATOR

**1** Program Administration

**2** Scheduling events and competitions

**3** Communication with stakeholders

# PROGRAM

## ADMINISTRATION

**Where to Start? The UIL Academic Website!**

- [Academic Coordinator's Manual](#)
- Academic Coordinator's Checklist
- Conflict Pattern
- Preparing a Budget
- Motivating Students Resources
- Study Materials
- Forms



# **PROGRAM**

# **ADMINISTRATION**

## **Tools for Program Administration:**

- **Google Sites or Other Website Builders**
- **Shared Spreadsheets**
- **UIL Calendar Merged with Classroom**
- **Facebook UIL Coordinators Group**



# COORDINATOR

**1** Program Administration

**2** Scheduling events and competitions

**3** Communication with stakeholders

# SCHEDULING

## EVENTS

### **I. Fall & Early Spring Events**

- UIL Student Activities Conference
- In-Person Practice Meets
- Virtual Meets
- Speech Tournament
- Congress/CX District


### **II. District, Regional, State Meets**

# TIPS FOR SCHEDULING

1. Schedule busses & subs now
2. Update school calendar early to avoid conflicts & aid students with work schedules
3. Watch for A/B Materials at Meets to avoid repeating same tests
4. Set deadlines for coaches/students

# TIPS FOR SCHEDULING

5. Set your own entry form deadline at least two weeks before meet deadline
6. Plan for the “what ifs”
7. Bring volunteers to help grade/judge
8. Communicate with students & parents about depart/arrival times



# **SCHEDULING**

# **EVENTS**

## **Tools to Schedule Events:**

- **Calendar Invites**
- **Shared Spreadsheets**
- **Poll Interest in Practice Tournaments**
- **Remind App & Attach Schedule**

# COORDINATOR

**Program Administration**

**Scheduling events and competitions**

**Communication with stakeholders**

# **COMMUNICATE WITH STAKEHOLDERS**

## **Tips to Communicate with Students**

- **Task coaches to organize a recruitment meeting to give information to students**
- **Share the conflict pattern with the coaches & students to lessen conflict issues**
- **Use Remind or other apps to communicate quickly & efficiently**

# **COMMUNICATE WITH STAKEHOLDERS**

## **Tips to Involve School Personnel**

- **Enlist marketing teacher/class to to create posters, design t-shirts, etc.**
- **Task journalism students to write the social media posts, news stories about UIL meet results, & feature stories about UIL students**
- **Involve administration in speech practice, coaches' meetings, & judging**



# **COMMUNICATE WITH STAKEHOLDERS**

## **Tools to Effectively Communicate:**

- **Google Classroom or LMS**
- **Google Forms or Other Online Forms**
- **Google Calendar or Other Online Calendars**
- **Google Sites or Other Web Platforms**
- **Social Media**
- **Remind App**

# YOUR ROLES

Coordinator Responsibilities

Coaching Duties

Teaching Obligations

# COACHING DUTIES

1 Mentoring Students

2 Developing Skills & Strategies

3 Providing Feedback



# COACHING

# MENTORING

**You Make a Difference by Mentoring  
Students to:**

- Prepare for College
- Train for Careers
- Stress Life Skills
- Develop Confidence
- Interact with Others (Soft Skills)
- Enrich the Learning Environment
- Motivate to Improve Academic Performance

# COACHING DEVELOPING SKILLS

## Tips to Develop Skills & Strategies:

- **Begin Early in the Year**
- **Be Consistent with Practice Times**
- **Set Goals**
- **Set Expectations**
- **Establish "TEAM" Mindset**
- **Attend UIL-Based PD**

# **COACHING**

## **PROVIDING FEEDBACK**

### **Tips for Providing Feedback:**

- **Timely Feedback Shows Commitment**
- **Start with Positive Notes**
- **Ask Other Teachers to Evaluate Performances**
- **Use Online Tools (Rubrics, Forms, etc.)**
- **Zoom or Meets with Parental Attendance**

# **COACHING TIPS/STRATEGIES**

## **Time Savers:**

- **Purchase online resources/tools/apps**
- **Quizlet or Other Online Study Aid Generators**
- **Virtual Coaching Opportunities**
- **Ask Former Students/Teachers to Help**
- **Work with Other Groups to Recruit/Train Students (FFA, FCCLA, DECA, FBLA, Theatre, etc.)**

# TEACHING

# DUTIES

1

**Curriculum Delivery/UII Integration**

2

**Develop Higher Order Thinking Skills**

3

**Daily Student Engagement**



# UIL EVENTS

## CURRICULUM

To demonstrate how directly UIL academic activities complement the Texas curriculum, our contests have been correlated to the **Texas Essential Knowledge and Skills, the Advanced Placement Program, and the International Baccalaureate Diploma Program**. In addition, UIL academic competitors excel scholastically statewide because the events enhance academic learning in the classroom. In short, academic competition both matches and supplements the TEKS.

<https://www.uiltexas.org/academics/resources/teks>

# UIL EVENTS

## CURRICULUM

### Reasons to Include UIL Academics in the Classroom:

- Complements the academic curriculum
- Designed to motivate students
- Encourages students to confront issues of importance
- Provides students opportunities to demonstrate mastery of skills
- Challenges to think critically
- Analyzes by seeing patterns & recognize hidden meanings
- Synthesizes facts & drawing conclusions
- Evaluates evidence and discriminate between ideas

# UIL EVENTS

## IN THE CLASSROOM

### Examples:

- **Literary Criticism:** use novel studies, poetry analysis, drama in-class reads
- **Speech:** practice in class
- **STEM:** incorporate questions as bell ringers, exit tickets
- **Current Events:** read news/headlines

# **YOUR ROLES**

**How do balance these roles?**

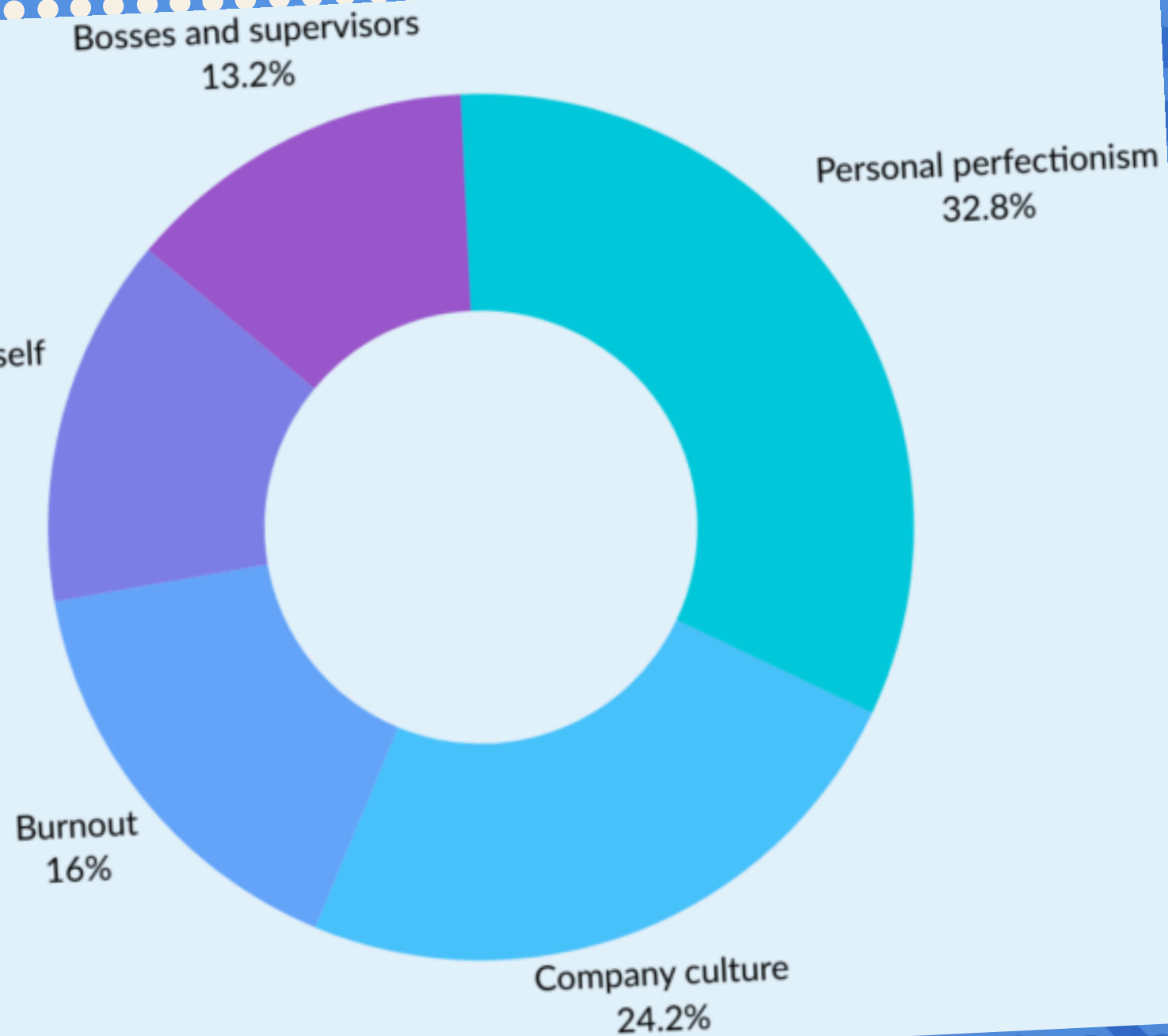
**Answer: Make it your own, so  
it works for you!**

# **IMPORTANCE OF BALANCE**

- **IMPROVED MENTAL & PHYSICAL HEALTH**
- **INCREASED PRODUCTIVITY**
- **STRONGER PERSONAL RELATIONSHIPS**
- **HIGHER JOB SATISFACTION**

# TOP BARRIERS TO A WORK-LIFE BALANCE

**Top Barriers to a  
Healthy Work-Life  
Balance  
by  
% of Respondents**



**PRIORITIZE YOUR**

**TIME**

**1**

**Create a Weekly Schedule**

**2**

**Set Boundaries**

**3**

**Use Digital Tools**



# FOSTER

## COLLABORATION

1

**Build a Support Network**

2

**Delegate Tasks**

3

**Share Best Practices**



# ENHANCE STUDENT

# ENGAGEMENT

1

**Create a Positive Environment**

2

**Encourage Participation**

3

**Celebrate Growth & Successes**



# **INCORPORATE**

# **TECHNOLOGY**

**1**

**Utilize Online Tools to Communicate**

**2**

**Track Progress**

**3**

**Implement Digital Resources to Enhance Learning & Management**

# SELF-CARE STRATEGIES

1

**Recognize Burnout Signs**

2

**Schedule Downtime**

3

**Reach Out to Mentors**

# CONTINUOUS

# IMPROVEMENT

1

**Seek Feedback**

2

**Reflect on Practices**

3

**Professional Development**

# THANK YOU FOR ATTENDING

**We value your feedback.**

Please complete conference evaluation  
after your last session.



Lubbock Eval



TEXAS TECH UNIVERSITY--LUBBOCK



**Thank You**

**Contact:**

**Cheri Sain**

**[csain@lcisd.net](mailto:csain@lcisd.net)**