



UIL Campus Coordinator Duties

- Monitor and document elementary UIL coaches' scheduled practices and submit documentation to district UIL coordinator.
- Inform the district UIL coordinator about the progress of UIL at the campus when requested.
- Update the district UIL coordinator about upcoming UIL competitions.
- Accompany students to the invitational meets and the intradistrict qualifying meet.
- Assist in forming a district team.
- **Submit documentation of all competition results to the district public relations director and the district UIL coordinator on the Monday following the weekend the competition was held.**
- Complete all paperwork required by the district UIL coordinator.
- **Provide a copy of the Academic Coach Agreements to the principal and district UIL coordinator.**
- Review and sign all "Attendance Check Sheets" and forward these forms to the district UIL coordinator by specified payroll cut-off dates. **Ensure a minimum of 7 to 10 students are in attendance for each tutorial and the Employee Payroll Sheet dates match the student attendance dates.**
- Keep on file the Professional Acknowledgement forms for all academic coaches.

Initials: _____



Dr. Sharon Roberts
Coordinator, Advanced Academic Services

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UIL Academic Campus Coordinator Agreement

I understand the duties assigned to me as a UIL Campus Academic Coordinator.
I will meet the requirements as outlined in the UIL Campus Coordinator Duties.
I understand that my stipend will **only** be paid if I meet all of the coordinator duties.

UIL Campus Coordinator _____

District UIL Coordinator _____

Principal's Signature _____

Date _____

