

Tips for the School Coordinator

The school coordinator's job is an important and rewarding position to hold. By activating the Employee Appreciation Program (EAP) in your school, you are helping to create a better working and learning environment for the students and staff. During the year you and the A-Team will be in charge of carrying out eight appreciation days.

Utrust will provide the information you need to implement a successful and gratifying EAP in your school. The appreciation packets for each day are on the Utrust website located under the EAP tab near the top of the home page (www.tnuct.com).

LISTED BELOW ARE A FEW TIPS THAT WILL HELP YOU TREMENDOUSLY.

Don't try to do it yourself. In addition to a school coordinator, our model uses an assistant school coordinator and a media adviser to work with the A-team. Having other adults participate in the A-Team meetings will allow you to split the A-Team into smaller groups and divide the activities and responsibilities in the appreciation packet. This program will work better if you give several people a little responsibility rather than giving a few people too many responsibilities.

Enlist volunteers.

There are willing individuals who would love to be a part of a rewarding program like the Utrust EAP. Look further than just within your school. Consider retired teachers, parents, grandparents and anyone else in your community who enjoys making a difference.



You may be surprised to find that there are more people in your community than

you would expect that would be honored to work with you and the A-Team. The help is abundant; all you have to do is seek out those individuals who are willing.

Keep A-Team Meetings

Short and Efficient. Have only one A-team meeting (no more than 40 minutes long) as a whole. We know that your time is precious, so we have created agendas for meetings to help you maintain a tight schedule. Make assignments as a total group, but spend little time as a total team. Instead, break into groups and spend the time planning how to carry out assigned responsibilities.



Encourage the A-Team to seek help outside their group.

Several activities will require more students than are available in a sub-group of the A-team. When that occurs, encourage A-team members to enlist other students not on the A-team to help. The A-team is to see to it that the work gets done, not do all of the work themselves.

A goal of the EAP is to get as many people involved in the appreciation day activities as possible and to instill an attitude of gratitude in all students, not just the A-team.

Make the entire school aware of each appreciation day. Inspire the A-team to make everyone in the school and community aware of the upcoming appreciation day. We will offer suggestions in each packet to accomplish this but you're A-team might find additional ways to achieve this goal.

Have fun and make sure the students have fun! You were chosen as the school coordinator because you know how to work with students and get them

Now you have a chance to lead this mission of creating and showing the importance of an attitude of gratitude. Please contact Utrust at 615-452-7761 or akellogg@tnuct.com if you have any questions or need help along the way. We are here to guide and help you make this program a success in your school and system.

to perform at a high level. This program was created to recognize and show appreciation to school employees. That's serious business but it will be more successful if you and the A-team have fun while doing it. Make it so much fun that every student wants to be a member of the A-team.

