

Network for a Healthy California—LAUSD

Action Award

ROLES AND RESPONSIBILITIES OF LEAD TEACHERS

The Lead Teacher should encourage all members of the school Leadership Team to plan, participate in, and evaluate nutrition education activities. The following is a list of Lead Teacher key roles.

General Roles and Responsibilities

- Plan to attend an optional Nutrition Education Funding meeting. Attendance is recommended for schools new to the program and new lead teachers.
- Distribute Getting Started Guides to certificated staff at your school.
- Secure an Alternate Lead Teacher to help coordinate the program and be the point of contact in case the Lead Teacher is unable to perform the duties for any period of time. The Alternate Lead should be on a different track than the Lead Teacher to ensure that both are not off track at the same time.
- Copy and distribute Roles and Responsibilities of Participants to all certificated staff interested in joining the *Network*.
- Collect and review signed Roles and Responsibilities of Participants.
- Participants who have signed the Roles and Responsibilities form must provide their information on the Intent to Participate form.
- The information printed on the Intent to Participate must be legible and each participant must include their initials indicating they have read the Roles and Responsibilities.
- Signed Roles and Responsibilities forms must be kept with *Network* files at the school site.
- Submit a completed application to the *Network* by the deadline.
- Attend one of the mandatory Orientation meetings.
- Schedule contracted services from authorized *Network* vendors by the identified deadlines.
- Request technical support from the *Network* office and/or point person as needed.
- Provide clear and legible entries on all forms or award funding and services may be delayed or rescinded.
- Inform members of the school community about *Network* activities and opportunities.
- Complete the annual *Network* program evaluation.

Intent to Participate

- Ensure that each participant documents the number of students in his/her classroom that will be reached via *Network* activities.
- During the completion of the application, the Lead Teacher must get a phone confirmation for any off-track teachers committed to participating in the *Network* program for 2009-2010. The Lead Teacher must initial and date the column titled Phone Confirmation, Lead Teacher's Initials/Date on the Intent to Participate form.
- Participants confirmed by phone must sign a Revised Intent to Participate upon returning to their job assignment. The Revised Intent to Participate form must be submitted to the *Network* office by the deadline.
- Include phone confirmation statement on Intent to Participate form.
- Keep Intent to Participate forms up to date if participants must be replaced. Regularly update status of participants on the Revised Intent to Participate and submit to the *Network* office.

The school must honor their commitment to the *Network* by fulfilling all hours on the Intent to Participate.

Action Plan

- Coordinate the development, implementation and evaluation of the Action Plan with support from the School Leadership Team and participating teachers.
- Ensure that all materials purchased with *Network* funds are used exclusively for *Network* activities and are stored at the school site. All non-consumable items should be clearly marked "Nutrition Education Only."

- Develop a system for use of the instructional materials, books, supplies, and other nutrition resources by participants. Keep records of materials used by participating staff.
- Complete an evaluation for each contracted service in your Action plan.
- For all contracted services, sign a verification of completion form.

Logs & Summary Log Forms

- Work with your Administrator to schedule a time for the mandatory log training and conduct the training with participating staff by the *Network's* deadline.
- Conduct all required *Network* training of participants, including time log training and training for online logging.
- Participants must be willing to record and log hours online using your LAUSD E-mail address.
- At the beginning of each logging period copy and distribute Weekly Individual Time Logs and other pertinent information to participating staff.
- At the end of each reporting period collect Weekly Individual Time Logs, review them for accuracy and sign and date the bottom of each log on the line under the participant's signature.
- Hours from each Weekly Individual Time Log must be recorded on the Summary Log/Quality Assurance form. All hours entered on the Summary Log/Quality Assurance form must exactly match the hours on the Weekly Individual Time Log for each participant.
- Copy all Weekly Individual Time Logs and Summary Log/Quality Assurance forms for your school records.
- Mail all original Weekly Individual Time Logs and Summary Log/Quality Assurance forms to the *Network* office by the due date.
- Time logs and documentation not received by the *Network* office by the due date must be hand-delivered to the *Network* office immediately.

Harvest of the Month Produce

- Each month use the pre-printed Produce Order Form to collect signatures of participants wishing to receive the identified produce. Signatures must be collected in time for the Cafeteria Manager to place the order for the produce by the second week of each month.
- Coordinate the order of Harvest of the Month produce with the Cafeteria Manager.
- Develop a system to distribute Harvest of the Month produce and newsletters. **The Lead Teacher is responsible for the distribution of produce the day of delivery. The Cafeteria Manager may not store produce.**
- Make sure the Cafeteria Manager is compensated for *Network*-related duties outside of their regular schedule, either overtime or additional time, as budgeted.
- Keep Harvest of the Month Produce Order Forms on file.
- Encourage teachers to copy and distribute the Harvest of the Month Parent newsletter.
- Give a copy of the parent newsletter to the administrator and/or Parent Center Representative for distribution at your school site.

Budget

- Review the list of USDA Allowables/Unallowables before completing the Action plan.
- Meet with the School Leadership Team to determine the best use of funds to support nutrition education in your unique school community.
- Use the Action Plan to guide you in the allocation of funds.
- Allocate the appropriate amount in the budget to compensate the Lead Teacher for his/her leadership tasks. Lead Teachers sharing responsibilities with Alternates must decide how to share the compensation.
- Allocate funds to compensate cafeteria personnel for *Network* tasks outside of the scheduled work day.
- If the Action plan includes an event, allocate funds to compensate custodial personnel for set up and clean up.

Expenditures

- After work has been completed, submit Professional Expert Time Sheets for *Network* duties performed by certificated staff outside of the assigned work schedule. Logged time is not compensated.
- Approve all overtime and additional hours for custodial or cafeteria work performed for the *Network* outside of regular work hours.
- All pay that is reported must be based on the approved budget for the award and must stay within the amount budgeted.
- Submit pay sheets to the *Network* for payment.
- Submit requisitions of items listed on the Teacher Food Order Form for approval by the *Network* office **before** the order is replaced.
- Orders for books, materials and supplies utilizing a requisition form must be submitted to the *Network*. Review the list of USDA Allowables/Unallowables before submitting orders.
- Accurately complete and submit all requisitions by the *Network's* due date.
- The *Network* will process all orders. Only allowable items will be approved for purchase. Approval procedures for all purchases are outlined in the 2009-2010 *Network* Binder.
- It will be the school's responsibility to pay for purchases that have not been approved by the *Network*.
- Ensure that expenditures do not exceed the amount awarded. It will be the responsibility of the school to repay any expenses not included in the budget.
- Strictly follow the guidelines of USDA Allowable/Unallowable expenditures.
- Submit all award orders to the *Network* office for approval by assigned deadlines.
- Contact the *Network* with any questions concerning personnel compensation and/or purchases.

Maintenance and Retention of Documentation

- Keep records from all awards on file at the school for five years.
- Be prepared for a random audit of all records for each year of participation.
- Keep all signed copies of Roles and Responsibilities of Participants with *Network* files.
- Maintain a portfolio of project activities including photos, samples of student work, etc.

Public Relations

- Notify the *Network* of events and media opportunities. Refer to the Media section in the binder and on the *Network* Web site: www.healthylaUSD.net for more information.
- Secure and file LAUSD Parent/Guardian Publicity Authorization Release forms for all participants involved in any media productions. A release form is also required before events and activities can be photographed or videotaped.

Other

- Check school mail and your LAUSD e-mail account regularly for important notices and updates
- Read, review, and respond immediately to *Network* communications.
- Send articles and pictures about special events at your school for publication in the *Network* newsletter, *Little Bites*.

I have read the Roles and Responsibilities of Lead Teachers. I understand that by signing below I agree to abide by these roles and responsibilities.

Lead Teacher's Name: (please print) _____

Signature: _____ **Date:** _____

Alternate Lead Teacher's Name: (please print) _____

Signature: _____ **Date:** _____