

## ROLES AND RESPONSIBILITIES OF LEAD TEACHERS SUMMER HARVEST OF THE MONTH PROGRAM

The Lead Teacher should encourage all members of the school Leadership Team to plan, participate in and evaluate nutrition education activities. The Lead Teacher will help to find solutions to challenges that may arise. The following is a list of the key roles of the Lead Teacher:

### Roles and Responsibilities

- Copy and distribute Roles and Responsibilities of Participants to all teachers and participants interested in joining the *Network*.
- Collect and review Roles and Responsibilities of Participants for signatures before participants sign the Intent to Participate.
- Anyone who has not reviewed and signed the Roles and Responsibilities of Participants is not eligible to sign the Intent to Participate. Each participant must initial the Intent to Participate after reading and signing the Roles and Responsibilities of Participants.
- File signed Roles and Responsibilities of Participants in your *Network* files at the school site.
- Review and circulate the Intent to Participate with your application.

### Logs & Summary Log forms

- After acceptance of your school to the Summer Harvest of the Month program, you are required to complete log training by the due date set by the *Network*. A Log Training Verification and Log Training Guidelines and Procedures will be sent to your school by the *Network*.
- Review and in-service staff on logging guidelines and procedures. After training has been completed, fill out the Log Training Verification and submit it to the *Network* office.
- Copy and distribute Weekly Individual Time Log and other pertinent information to participating staff at beginning of the program.
- Two weeks before the end of the reporting, you will be sent the Lead Teacher Summary Log.
- Collect Weekly Individual Time Logs at the end of the reporting period, review them for accuracy, verify, sign and date each Weekly Individual Time Log.
- Organize the logs according to the Lead Teacher Summary Log.
- Extract data from Weekly Individual Time Logs, complete Lead Teacher Summary Log and send these forms to the *Network* office by the deadline.
- ALL data on the Weekly Individual Time Logs must exactly match the information on the Lead Teacher Summary Log for each participant.**
- Copy all Weekly Individual Time Logs and Lead Teacher Summary Log for your school records. All original Weekly Individual Logs and the Lead Teacher Summary Log must be sent to the *Network* office.
- Deliver all original Weekly Individual Time Logs and Lead Teacher Summary Log to the *Network* or mail them to the *Network* office by the deadline.

- Time logs and documentation not received by the *Network* office by the deadline may jeopardize the school's participation for the funding year 2009-2010.

### **Summer Harvest of the Month**

- Each month collect and submit signatures of teachers wishing to order Harvest of the Month Produce. Only those names on the form are eligible to receive the produce that month.
- Signatures must be collected in time for Cafeteria Manager to fax the completed Harvest of the Month order form to the *Network* office by the second week of each month.
- Develop a system to distribute Harvest of the Month produce and newsletters.
- Coordinate the order and distribution of Harvest of the Month items with the Cafeteria Manager. Keep Harvest of the Month Produce Order form on file.
- Encourage teachers to copy and distribute the Harvest of the Month Parent newsletter to parents.

### **Personnel Compensation**

- Perform work outside of your regular paid time in order to be paid for the administration of the program.
- Submit original Professional Expert Time Report by school mail, or deliver to the *Network* office by August 28, 2009.
- Keep copies of your pay sheets with your *Network* files.