

UC Cooperative Extension UC CalFresh Fresno/Madera Counties Program Manual

Youth Program

6. Campus/Classroom Presence & Lesson Delivery:

Presence on campus is critical. It impacts commitment to the program and nutrition education campus culture and compliance with guidelines.

- a. Communications:
 - i. It is expected that teachers will receive monthly email communications and/or phone calls related to lesson, delivery, collection, and other relevant reminders and email promotions.
 - ii. Include school administrators, office managers, and any other appropriate support staff in emails with your lesson schedule and tasting information.
 - iii. School will also receive a Constant Contact email, sent out by the Marketing Coordinator, informing them about their tastings, newsletters, forms that are due, and fun tips.
 1. Keep teacher emails updated on educator tracker documents to ensure they are receiving Constant Contact communication.
- b. Lesson Delivery:
 - i. Schedule nutrition education lessons with enrolled classrooms.
 - ii. Teachers should receive a staff-delivered lesson on a bi-monthly basis, as appropriate.
- c. Lesson Scheduling:
 - i. Utilize Doodle.com or Lesson Sign-Up Sheet at the beginning of the school year, to schedule lessons with teachers.
 - ii. Create a rotating schedule for your schools (Schedule A, B, C, D etc.).
 1. Provide a lesson to teachers every other month.
 2. For example: in September teach Schedule A and C, in October teach B and D, November A and C etc.
 - iii. Do not teach more than 7 lessons a day.
 1. 8 lessons is acceptable in the case of 8 or 15 teachers at a school site.
 - i. In these instances confirm with your direct supervisor.
 - iv. Try to be consistent with the days of the week you deliver lessons to your schools, as teachers schedules change throughout the week.
- d. Lesson Selection:
 - i. Deliver feature lessons by using Teaching Tools in the workroom.
 - ii. You may teach using any teaching tool, or base it on tasting time theme, or teachers' request.
 - iii. Document all lessons provided to the teachers/schools with the Lesson Sign-Up Sheet and on Educator Tracker.
 1. Keep sheets in your school folders for hard copy documentation.
 2. Document lessons provided to schools on Educator Tracker once lessons are completed.
- e. SMART:
 - i. You have the option of delivering lessons on SMART board.
 - ii. Assist teachers with logging in to the SMART Moodle site.
- f. Schedule nutrition education for the entire school as a special event.
 - i. For example: Work with administrators to participate in pre-testing assemblies to promote healthy food choices during testing.