

Santa Cruz County Language Ambassadors

School Advisor Responsibilities

- Register your school as participating in the program:
http://www.santacruzcoe.org/ed_services/language_ambassadors.html
- Coordinate the dissemination of program information with staff, students and parents.
- Request the appropriate quantity of Language Ambassador activity lists and student logs from the COE
- Coordinate program participation at your school during the year. Students and families are responsible for completing activities and recording them in their logs.
- In April, submit list of names of students completing the Language Ambassadors program to COE.
- In May, distribute student recognition certificates.

Tips for advisors

- Materials (print and multimedia) to promote and inform educators, parents and students about the program will be provided by the COE in English and Spanish.
- Inform your whole staff of the Language Ambassadors program at a staff meeting.
- Hold an initial assembly or grade-level meeting to interest students in the program and then a follow-up where they can learn more about the program.
- Schedule a brief presentation on the program with parent groups such as ELAC, site council, home-school clubs and then a follow-up meeting for interested parents to learn more.
- Parents might learn about the program at Back-to-School Night or at parent conferences. Have promotional materials available and schedule a follow-up meeting for parents and students to attend together.
- Keep a list of students who are participating in the program by having them complete an application.
- If your students are using Google Classroom, set up a Language Ambassador Google Classroom. Post activity lists and other resources in

the classroom. Students can submit/document their completion of activities as assignments in Google Classroom.

- This is the first year of the program. Please provide input to improve the program for next year.