

Maidu Elementary School
Science Docent Program
Handout # 2: Program Goal & Participant Responsibilities

Program Goal:

The goal of the Science Docent program is to enhance the science curriculum at Maidu Elementary by offering hands on activities and experiments to correlate with the classroom curriculum. The program conveys that science is fun and relates to all areas of study and life.

Participant Responsibilities:

Science Docent Classroom Coordinators:

- Volunteer 2-3 hours a month to teach 6 science docent units to classroom. Each unit will require approximately 1 hour for preparation (reading the lesson and gathering docent-supplied materials when necessary), 1 hour of classroom involvement with students (presenting the science docent units and assisting students with the hands-on science experiments), a half hour for set up and a half hour for clean up of materials in the classroom.
- Attend the Science Docent Training Workshops in September and January (January is optional.)
- Schedule the date and time of each unit with the classroom teacher and enter them on the Science Docent Cart Reservation Calendar
- A week prior to presentation, the science docent needs to read the lesson, clarify any questions with the grade level coordinator, and gather/prepare any docent-supplied materials (if necessary.)
- On the scheduled day of a lesson, check out the science docent cart from the Multi-purpose room stage, transport materials to the classroom, set up activity centers in the classroom, run the lesson and activity centers, clean up materials and ***make sure that cart is organized for the next Science Docent***, and return cart to Multi-purpose room stage.

Science Docent Classroom Assistants:

- Volunteer 1-2 hours a month to assist with science docent activities and experiments in the classroom
- Read lesson prior to the day of the presentation
- Assist Classroom Science Docent Coordinator with setting up and cleaning up materials and assist students with hands-on activities/experiments

Classroom Teachers:

- Allocate one hour each month for science docent units to be presented
- Monitor classroom behavior
- Participate in hands-on activities/experiments

Grade Level Coordinators:

- Assist Science Docent parent volunteers throughout the year
- Train Science Docent volunteers during the September and January training workshops
- Set up Science Docent cart for the grade level each month according to the main calendar (see "Overview of Science Docent Program Units" document for dates.)
- Manage communication to and from Science Docent volunteers by sending home memos, monitoring cart notebook, etc.

Head Science Docent

Responsible for overall program coordination, including (but not limited to):

- Maintaining lesson content / maintaining and acquiring lesson materials
- Soliciting program volunteers
- Budgeting
- Communicating with teachers and PTC
- Training grade level coordinators / providing orientation and training opportunities for new classroom docents
- Providing web site content to the PTC web site coordinator (Ingrid Snedecor, isnedecor@surewest.net)