

Maidu Science Docent Program

Coordinator Check List

August/Early September

1. **Finalize and contact the Coordinator team** - work with PTC Volunteers Coordinator to recruit grade level coordinators at Class Assignment night, through PTC newsletter, on PTC website, etc. Create coordinator contact list document and send to all Grade Level Coordinators and PTC Volunteers Coordinator.
2. **Have Grade Level Coordinators begin preparations** - Have them read through program documents (Goals/Responsibilities and Logistics which can be found on the PTC website), read through science docent lessons (on website and in coordinators' binders), and begin familiarizing themselves with the Science Docent Materials closets on the MPR Stage.
3. **Make sure that teachers solicit classroom docent volunteers at Back to School Night** - You will need docents' names, phone numbers, email addresses. The PTC Volunteers Coordinator should handle this, but double check with her before the week of Back to School to make sure that the Science Docent program is included.
4. **Obtain list of teachers for each grade level and create Science Docent Contact spreadsheet** - You can get the teacher list from the main office.
5. **Create "Unit Rotation Schedule" for each grade** - Grade Level Coordinators create their own rotation schedule since each grade level has a different number of lessons. Make sure that coordinators refer to the district and PTC school calendars to determine when holidays or big events occur that might prevent docents from scheduling a lesson. Each lesson should have at least 5 or 6 full weeks that it is available - it can get tricky to schedule around the holidays. Coordinators will want to give themselves 2 school days between lessons to change the cart to the new lesson
6. **Create "Cart Reservation Calendars"** - Grade Level Coordinators can print out calendar templates from Microsoft Word or download them online or purchase inexpensive calendars from discounts stores. Coordinators should cross off setup days and non-school days so that docents don't accidentally sign up for days when school is closed or when the lesson is not available. They should also indicate units' start and end dates.
7. **Create Docent Manuals** - Each classroom should have 1 copy of the grade level's Science Docent Manual. Coordinators should obtain these classroom manuals and check them and the cart manual to make sure that everything is present and current. A Docent Manual should contain each Science Docent Lesson and its associated handouts. It should also contain the "Program Goals & Participants Responsibilities" document (can be found online at <http://www.meptc.org/forsciencedocents/Goals%20and%20Participant%20Responsibilities.pdf>), and the "Logistics" document (found online at <http://www.meptc.org/forsciencedocents/Program%20Logistics.pdf>.) Each year, Coordinators will need to replace the "Unit Rotation Schedule" and contact information for coordinators document(s) as that information changes on a yearly basis.
8. **Prepare the Carts for first Science Docent Unit**
9. **Determine which experiments/activities to highlight during docent training and prepare to present them** - Grade Level Coordinators can choose how much or how little they want to go through the lessons with the docents at their training meeting. It has worked well to go through the lessons briefly and then focus on only those experiments/activities that need

a little more explanation or that the docents should pay a little advanced attention to. Also point out lessons that require docents to purchase or prepare something in advance of the day of their presentation.

Mid-September

1. **Obtain list of classroom docents for all grade levels and finalize the Science Docent Contact spreadsheet** - The Head Program Coordinator works with the PTC Volunteers coordinator and teachers to accomplish this. If there are any classrooms without docents, the Program Coordinator should work with that teacher to recruit volunteers. The finalized contact spreadsheet is then sent to the Grade Level Coordinators for follow up.
2. **Contact classroom science docent volunteers** - Grade Level Coordinators should contact the classroom volunteers as soon as possible to introduce themselves, outline the lessons and rotation schedule, and coordinate the date for the training meeting.
3. **Conduct classroom docent training sessions** - Each Grade Level Coordinator will need to establish the date/time of their training, submit and get approval from the main office for where they will hold their training session using the "Facilities Request Form", and conduct the training session.

Late-September

1. **First unit should be ready for classroom docents to present in classrooms**

September - June

1. **Monitor carts and Science Docent Materials Closets** - clean and organize as necessary.
2. **Rotate lessons on carts according to "Unit Rotation Schedules"**

Mid-April

1. **Contact PTC Volunteers Coordinator to begin recruiting Science Docent Coordinator positions for next school year** - ideally, if you know that you won't continue in the role next year, you'll want to do this ASAP.

Mid- to Late May

1. **Secure all Coordinator positions** - arrange for training/transitioning coordinator binders to new volunteers
2. **Clean out/Organize Science Docent Materials Closets** - all materials must be stored in the closets for the summer and should be neatly organized for the new school year.