

FOSS Responsibilities Overview

Teachers:

- Check their kit and notify their liaison of any missing items.
- Teach science.
- Note broken pieces on inventory sheet.
- Place broken item inside “broken items” bag.
- Report missing or lost items on inventory sheet
- Return all materials to kit....including all leftover consumables, broken items bag, etc.
- Do not return copies made from the duplicating masters.
- Place duplicating masters in the front pocket of the teacher guide.
- Return inventory sheet to kit.

Schools:

- “Copy” IRC in all correspondence with SMC
- Return kits that are not going to be used to SMC immediately and notify IRC.
- Order extra consumables (if 2 classes are teaming) from SMC.
- Include kit title, teacher’s name, kit letter in all correspondence to SMC or IRC.

On the day of the volunteer project (before project leader arrives):

- All kits need to be centrally located.
- 6-7 tables, 4-5 chairs for inventorying.
- Flatbed cart (preferably) or hand truck.
- Liaison available to retrieve items.

One hour prior to the volunteers’ arrival at the project site:

- Coffee
- Location for volunteers to eat lunch
(Curriculum/Instruction provides lunch)
- Secure place for volunteers’ belongings (purse, etc.)

Curriculum and Instruction – Science TOSAs:

- Directs IRC and SMC in how to distribute kits (what kit for what grade)
This includes blended, special ed., EXCEL, classes, etc.
- FOSS inservices and trainings
- Instructional issues

IRC (Instructional Resource Center):

- Schedules kits – new teachers
- Sets dates of rotations
- Schedules replenishment and shipping dates with SMC, Central Receiving, etc.
- Coordinates Volunteer check-in project (inventory)
- Tracks costs/losses

SMC (Science Materials Center):

- Replenishes and reformats kits for the science consortium
- Works with IRC to set replenishment schedules
- Assigns kits
- Shortages, missing kits, etc.