

Intradistrict Communication

Date: July 26, 2024

To: Elementary Principals
Elementary Media Assistants

From: Administrators of Schools
Carolyn Gough, Administrator, Teaching and Learning Department
Norman Emerson, Instructional Support Services Consultant

Re: Quarterly Training Meetings for Elementary Media Assistants

To prepare and train elementary library media assistants to effectively provide services to elementary schools and to build consistency across elementary library programs, training meetings have been scheduled for the 2024-25 school year. The participation of both of your library assistants in these meetings is appreciated and expected. The meetings are to be included in the assistants' weekly allotment of 17 hours. Except for August 21, 2024, they have been scheduled on Fridays.

The meetings will be held as follows:

- August 21, 2024 - JATC South, 9:00-11:00 a.m.
- October 18, 2024 - JATC South, 8:30-10:30 a.m.
- January 24, 2025 - Viridian Event Center 8:30-10:30 a.m.
- April 25, 2025 - JATC South, JATC South, 8:30-10:30 a.m.

Please share this information with your school's elementary media assistants.

Please contact Norman Emerson at 801-567-8364 if further information is needed. Thank you for your continued support of the library media program in the Jordan School District.