

Intradistrict Communication

Date: July 26, 2025

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 ensure that our elementary library media assistants are well-equipped to provide exceptional service and maintain consistency across our library programs, training meetings have been scheduled for the 2025-26 school year. It is both appreciated and expected that both of your library assistants attend these sessions, which are to be included in their weekly 17-hour work schedule. Except for August 19, 2025, all meetings will be held on Fridays.

Meeting Schedule:

- **August 19, 2025** - ASB Auditorium, 8:30-10:30 a.m.
- **October 10, 2025** - Viridian Center, 8:30-10:30 a.m.
- **January 9, 2026** - Juniper Elementary, 8:30-10:30 a.m.
- **April 24, 2026** - JATC South, 8:30-10:30 a.m.

Please ensure this information is shared with your school's elementary media assistants. For any additional details or clarification, feel free to contact Norman Emerson at 801-567-8364. Your ongoing support of the library media program in the Jordan School District is greatly appreciated.