

Interoffice Communication

DATE: September 18, 2018

TO: Elementary Principals

FROM: Shelley Nordick, PhD, Administrator, Teaching & Learning
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SUBJECT: Elementary Media Assistants Guidelines

The top priority of elementary media assistants is to administer the school library. Under normal circumstances, they should not be given additional responsibilities outside of the media center. If additional responsibilities are being considered, the area library media specialist should first be contacted to provide an assessment of the library program to determine if the library program is functioning well enough to allow the library assistant to take on additional responsibilities.

All Jordan School District library schedules should be arranged to deliver the following:

- An open checkout time for students to independently come into the library to exchange books.
- Library time for each class (recommended time=30 minutes). Library time includes check out time and instruction time (which includes storytime and library curriculum lessons).
- Book reshelving and maintenance.
- Two-hour weekly collaboration time to work together to plan book promotions, displays, curriculum scheduling, and district projects.
- Library upkeep (including processing books and orders, repairs, overdue books reports, etc.)

Also, please be aware that assistants who are scheduled to work more than five (5) hours per day are entitled to a 30-minute duty-free lunch (not included in the 17-hour paid schedule).

Please contact Norman Emerson at 801-567-8364 if you have any questions about these guidelines.