KELLER ISD	Key Strategic Priority: 1
ADMINISTRATIVE REGULATION	Learning
Media center Procedure and Schedules – Intermediate and Middle Schools	EFB(R3)

INSTRUCTION EXPECTATIONS:

- Media Specialists are expected to collaborate with teachers and plan lesson presentations that connect with classroom instruction.
- Media Specialists are expected to be familiar with KISD curriculum; Media Specialists should attend campus instructional meetings such as STAAR disaggregation in order to remain current with campus needs.
- Teachers are expected to remain in the Media center with their students except during designated grade level planning time to collaborate with Media Specialists on Media center lessons and/or in location of materials for students.
- Adequate time must be available in scheduling for Media center to be available to all classes and all students on equitable basis.

MEDIA CENTER DUTY/SCHEDULE

- The Media center will be open each morning and afternoon thirty minutes before and after school for student use.
- When possible, duty for Media Specialists should be assigned to the Media center, dedicated to providing maximum availability of services for students.

CLASSROOM COVERAGE/TESTING

- Media Specialists, as certified classroom teachers, are expected to participate in district-wide assessments such as STAAR testing when needed.
- Media center should remain open for student use when testing is not campus-wide.