KELLER ISD	Key Strategic Priority: 1
ADMINISTRATIVE REGULATION	Learning
Media center Procedure and Schedules - Elementary	EFB(R2)

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 in order to remain current with campus needs.
- Classes should visit the Media center in accordance with co-curricular requirements, for the purpose of a curriculum-related Media center lesson and/or to check out reading materials.

MEDIA CENTER DUTY/SCHEDULE

- In addition to the co-curricular schedule, the Media center will be open each morning and afternoon thirty minutes before and after school for student use and additional times as agreed upon by campus principal and Media Specialist
- Duty for Media Specialists should be assigned to the Media center, dedicated to providing maximum availability of services for students when possible.

COVERAGE FOR TEACHER COLLABORATION

- Media Specialists will conduct classes in the Media center for the purpose of providing teacher collaboration time for no more than the equivalent of one school day per week. The Media center will be open for regular services during other times of the week.
- Media Specialists will provide extended curriculum-connected Media center lessons students during this coverage time to allow for maximum instructional opportunities 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.