Elementary R.E.A.D. Lab Expectations
2021-2022

Expectations

- Meets all inventory and purchasing deadlines as assigned by Library Media Services.
- Completes all district paperwork in a timely, accurate manner.
- Attends and actively participates in all coaching sessions/meetings for R.E.A.D. Leads.
- Design, facilitate, and maintain R.E.A.D. Zones within the Lab.
- Attends all Dallas ISD Library Media Services PD, PLC’s (or views recordings) and trainings as scheduled.
- Plans, implements or participates in at least 4 campus/district or student-focused events (in addition to Book Fairs) for the campus, such as Read for Me, African American Read-In, North Texas Teen Book Festival, Read Across America, Dallas Public Library events, virtual/in-house author or guest speaker events, etc.
- Plans, implements, and communicates with stakeholders 3 school community focused events on evenings or weekends.
- Communicates events with stakeholders through newsletters, social media and other avenues to explain checkout procedures to parents and provides after hours schedule for checkout 1 time weekly.
- Participates in 2 annual leadership planning sessions (CILT or grade level) for campus as requested. Provide documentation.
- Circulates to PK/K and provides book sharings, or reading/lessons, for all students as part of regularly scheduled time designated/permitted by principal.
- Keeps R.E.A.D. Lab open 3 days per week for students to use 30 minutes before the start of school day and 30 minutes after the end of the school day.
- Facilitates the issuing of RFID cards for all students and staff for material self-checkout/checkin.
- Schedules a minimum of 4 hours and maximum of 8 hours weekly of before/after school time for R.E.A.D. Lab maintenance, such as shelving, record keeping, filling of “Holds” (Interlibrary loans), etc.
- Assigned a maximum of 2 additional campus coordinator assignments, such as CAM, Academic Decathlon, webmaster for campus, etc.
- Completes the end of the year audit for the R.E.A.D. Lab before leave for summer (16 hours of out-of-school contract time):
  - Materials organized and shelved.
  - All issues resolved or reported (equipment/book).
    - ERR’s for removal of obsolete equipment which is placed together for pickup
    - TAC tickets for broken computer equipment submitted
    - Rectified/corrected electronic records in the annual book inventory.
    - Circulation records cleared
    - Return of ILL books to other campuses
  - Updates LMS Google form with passwords for ebooks and other software/sites.