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

Expectations

- Meets all inventory and purchasing deadlines as specified 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 Dallas ISD Library Media Services PD, PLC’s (or views recordings) and training 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 African American Read-In, North Texas Teen Book Festival, voter registration, Dallas Public Library events, DMA or other museum events, virtual/in-house author or guest speaker events, etc.
- Plans, implements and communicates with stakeholders 3 school community focused events, to be held after hours on a weekday or weekend.
- Communicates events with stakeholders through newsletters, social media and other avenues.
- Hosts a student book club (virtual and/or F2F) which meets on a regular basis after hours, weekly or bi-weekly.
- Collaborates with teachers and academic coaches on lesson design and completes Collaboration form(s).
- Participates in 2 annual leadership planning sessions (CILT, or grade level, or subject area meetings) for campus as requested. Provide documentation.
- 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, including student access during lunch as principal and space permits.
- Facilitates the issuing of RFID cards for all students and staff for material(s) self-checkout/checkin.
- Keeps accurate teacher sign-in/student sign-in logs complete with dates, student/class name, time, and use.
- 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.
- Supports the campus with a maximum of 2 additional coordinator assignments, such as CAM, Academic Decathlon, campus website coordinator, etc.
- Completes the end of the year audit for the R.E.A.D. Lab before leaving for summer break (16 hours of out-of-school contract time):
  - Materials organized and shelved.
  - All issues resolved (equipment/books).
    - ERR’s for removal of obsolete equipment and 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.