



Contract Fact Sheet

Elementary Media Specialist Schedules

The recently signed contract between MCEA and the Board of Education included changes to the provisions defining planning time for MCEA unit members in elementary schools (see new language on reverse). This Fact Sheet is designed to assist in understanding how these scheduling provisions apply to elementary Media Specialists.

Q. How much time should Media Specialists have for instructionally related work?

A. All MCEA unit members in elementary schools – including Media Specialists – are guaranteed a minimum of seven (7) hours per normal week for “instructionally related work”; which includes both individually managed time and work that is defined by the leadership and completed in group settings. This is time other than direct instruction with students. The seven (7) hours are within the teacher on-site duty day.

Q. How much time should Media Specialists have for individually managed work?

A. All MCEA unit members in elementary schools – including Media Specialists – are guaranteed a minimum of 3 hours and 45 minutes per regular week – within the teacher on-site duty day.

Q. How are Media Specialist schedules to be created?

A. It is expected that Media Specialists, along with other school-based MCEA unit members, will participate in the development of their schedules.

Q. What constitutes time for instructionally related work?

A. The contract requires a minimum block of 20 minutes for it to be considered part of the guaranteed minimum planning time. Additionally, time before or after the student day should not be considered planning time if the unit member has student supervision responsibilities (*ex. bus duty or supervision of students in the media center*).

Q. Should Media Specialists have ‘fixed’ or ‘flexible’ schedules?

A. That is a decision that should be made locally at each school by the leadership team, with the involvement of the Media Specialist. Media Specialists have significant additional responsibilities beyond their direct work with students, and schedules need to be built to accommodate those responsibilities. Additionally, schedules need not be identical for all grade levels, or during all times of the year. The key to a successful schedule is the involvement of those who are impacted by it so that everyone understands the competing needs and interests that have to be balanced in a fair way.

Q. Should classroom teachers be released for team planning while their students are in the media center?

A. This too is a decision that should be made locally at each school by the leadership team, with the involvement of the Media Specialist. There are significant advantages for classroom teachers to be a part of instruction in the media center. There are also significant needs for grade-level planning time. Information literacy instruction is a shared responsibility of classroom teachers and media specialists. Whether inquiry projects are being conducted inside or outside the media center, collaboration is essential. There is no one-size fits all answer. Schedules need not be identical for all grade levels, or during all times of the year. The key to a successful schedule is that all unit members work together to develop a schedule in the best interest of their students.

Article 16 Section D. Elementary School Schedules

1. When developing elementary schedules, teams will consider the need for both individually managed time and work that is defined by the leadership and completed in group settings. Teachers' schedules will include at least seven hours per normal week for such instructionally related work.
 - a. Within the teacher onsite workday, teacher schedules will include a minimum of 3 hours and 45 minutes of time that is for individually managed planning and work during regular workweeks. Other time during the workday is available for group managed activities including meetings and training.
 - b. Some non-instructional time is occupied with supervision of students prior to and after the official student day. This time is not available for planning (individual or group) unless the teacher is not responsible for student supervision.
 - c. Teams will determine when they will meet during the workday. This decision is contingent on teams being able to adhere to parameters identified by school leadership teams. When teams are unable to identify meeting times that adhere to the outlined parameters, the principal or designee will determine when the team will meet. Parameters outlined for teams may include who needs to attend meetings and what needs to be accomplished through the meetings. Parameters must take into account the other duties assigned to teachers and the requirement to provide a minimum of 3 hours and 45 minutes for individually managed planning and work.
 - d. For work weeks that are not typical, teams and leadership will determine how work will be accomplished. When a decrease in total available non-instructional time is unavoidable, it is expected that, except for emergencies, group meeting time will be adjusted to a greater degree than individually managed time.
 - e. Planning requires a block of at least 20 minutes of uninterrupted time.
 - f. Every effort will be made to provide equitable distribution for this non-instructional time throughout the organization in keeping with the desires of the staff and individual schedules. However, at least one hour a week shall be uninterrupted.
2. **Time within the Student Day**
 - a. **Pre-K-6 Elementary School Grade Level Classroom Teachers** – at least four hours and forty-five minutes per week of this time will occur during the student day.
 - b. **Teachers Providing Specials, Including Art, Music and Physical Education Teachers**

At the elementary level, each art, music, and physical education teacher will participate in the development of their teaching schedule. Schedules will provide either:

 1. At least four hours and fifteen minutes of this time per week during the student day, with a minimum of ten (10) minutes for preparation between classes, or
 2. At least four hours and forty-five minutes of this time per week during the student day, with a minimum of five (5) minutes for preparation between classes.

Consideration should be made for set up and change of grade levels.
 - c. If a school cannot create a schedule that provides for the planning time outlined in paragraphs 2(a) and 2(b) above, then the schedule must be submitted to the Office of School Support and Improvement and MCEA for review.
 - d. **All Other School Based Unit Members** – will have schedules that include a minimum of one hour of time for this instructionally related work during the student day. Whenever schedule and program permit, one hour and thirty minutes per week will be provided. Media specialists and other school based unit members will also participate in the development of their schedules.
3. In elementary schools, in consultation with the appropriate art, music, or physical education teacher, and the classroom teacher, the principal shall release teachers for other professional activities when teachers of art, music, and physical education are instructing their students. In addition, the principal may release teachers for other professional activities when other unit members are instructing their students.
4. Effort will be made to schedule Education Management Team (EMT), Individual Education Program (IEP), and building level CAP meetings requiring the participation of classroom teachers at times when coverage is available for their classroom, and not at times that result in loss of guaranteed minimum individually managed time. When such meetings pre-empt a teacher's lunch period, coverage will be sought to provide a lunch period at a different time.