

**M-DCPS/UTD
LETTER OF UNDERSTANDING
MEDIA SPECIALIST CERTIFICATION
2024-2025 SCHOOL YEAR**

This Letter of Understanding (LOU) confirms the collaborative agreement between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD) regarding the requirements for certified Media Specialists. The parties, along with representatives from the Office of Academics and Transformation, Human Capital Management, the Office of Labor Relations and Compensation Administration, and UTD met to discuss modifications to the contract provisions related to Incentive Pay Plans (Article XXV).

Florida law (S.S. 1006.28) requires an extensive review of materials utilized in schools inclusive of all school libraries and K-5 classrooms and mandates that all schools have a Media Specialist to lead the review process. Florida Statute also requires that Districts establish and maintain a program of school library media services for all public schools. The parties agree that it is vital to have fully certified Media Specialists who meet this legislation's requirements. The following outlines the responsibilities and requirements of the role.

CERTIFICATION

- The role of the Media Specialist requires state-level Educational Media Specialist Certification (per Florida Administrative Code 6A-4.0251) in order to comply with statutory requirements assigned to the role.
 - Teachers who are filling the position out-of-field must have a signed Media Specialist Certification Waiver on file with the Certification Office for the 2024 - 2025 school year.
 - Media Specialist Certification Waivers are valid for one academic year and are non-renewable after expiration.
 - Media Specialist Certification Waivers will only be issued to those teachers who accepted a Media Specialist position, signed a Media Specialist Certification Waiver, and registered and paid for the Educational Media Specialist Exam. Waivers may be granted to
 - a newly assigned Media Specialist; or
 - a full-time teacher assuming the roles and responsibilities of the Media Specialist.
- Media Specialists may be subject to surplus based on their job code. Exception: If a Media Specialist was selected from the school's faculty for the 2024-2025 school year, the principal may choose to surplus another teacher from the Pre-Kindergarten through Grade Six Program (elementary) or the Core Department (secondary). However, the teacher subject to surplus must be the least senior in the affected group.

SUPPLEMENT

Recognizing that some schools may not be able to hire a full-time Media Specialist, the parties agree to compensate teachers who are tied to students and voluntarily undertake the responsibilities of a Media Specialist.

Teachers who fulfill these duties, without being formally assigned the Media Specialist job code, will be eligible for compensation through a tiered Media Specialist supplement model, contingent upon meeting the specified deadlines and successfully completing the outlined duties and responsibilities. Individuals formally assigned to the Media Specialist job code are not eligible for this supplement.

The supplement amount provided by the school will be determined based on annual circulation metrics, taking into account student population, grade level, and the timely completion of required duties and responsibilities as outlined below. Responsibilities will be monitored on an ongoing basis, and failure to meet established deadlines may result in adjustments to the supplement. To be eligible for the full supplement, media specialists must meet all established deadlines and requirements. Failure to comply will result in the removal of the supplement, as stipulated in the UTD contract and in accordance with contract guidelines.

Annual Circulation	Duties & Responsibilities	Total Supplement
< 200	100% Completed by Deadline	\$3,000
201 - 999	100% Completed by Deadline	\$6,000
1,000 – 4,999	100% Completed by Deadline	\$9,000
> 5,000	100% Completed by Deadline	\$12,000

REQUIRED DUTIES AND RESPONSIBILITIES

The following are required of all Media Specialists:

- The Media Specialist is required to ensure the Media Center is open and accessible to both teachers and students during the pre-established operating hours, as reported at the beginning of the school year.
- The Media Specialist must maintain a digital portfolio that demonstrates proficiency in two of the five areas outlined in the FLDOE's K-12 Library Program evaluation tool (EXC3EL), with a specific focus on Instruction and Resource Management.

This LOU is subject to annual review by all parties to address successes, opportunities for improvements, available funding, and other issues or concerns. The parties will meet as needed to address renewal, modification, or discontinuance.

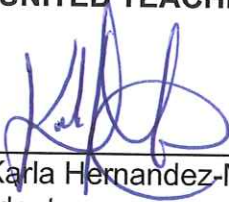
Deadline	Tasks	Responsible Party
Varies	Obtain an Educational Media K-12 certificate or waiver and submit to Certification Office. If on a waiver, the employee must become certified prior to May 2025 to qualify as the Media Specialist in the subsequent year. The Media Specialist on a waiver must comply with the out-of-field waiver requirements.	Media Specialists
Varies	Attend all Library Media Services (LMS) required professional learning sessions. Required sessions will be posted prior to September 2024.	Media Specialists
Monthly	Complete and upload a monthly Library Media Program Report	Media Specialists
Dec 31, 2024	Complete the yearly mandated FLDOE state Library Media training. Completion certificates must be uploaded and submitted to Library Media Services.	Media Specialists
Dec 31, 2024	Complete a physical library inventory.	Media Specialists
Dec 31, 2024	Ensure Classroom Libraries are cataloged online (K-5 only).	Media Specialists
Apr 30, 2025	Complete the yearly mandated FLDOE state Library Media training. Completion certificates must be uploaded and submitted to LMS	Media Specialists
Apr 30, 2025	Complete a physical library inventory	Media Specialists
Apr 30, 2025	Ensure Classroom Libraries are cataloged online (K-5 only)	Media Specialists

**THE SCHOOL BOARD OF MIAMI-DADE
COUNTY, FLORIDA**

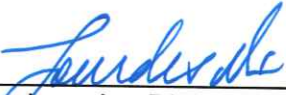


Dr. Dawn M. Baglos
Chief Human Capital Officer
Office of Human Capital Management
Date 12/12/24

UNITED TEACHERS OF DADE



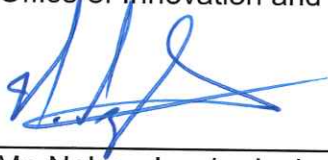
Ms. Karla Hernandez-Mats
President
Date 12/4/24



Ms. Lourdes Diaz
Chief Academic Officer
Office of Academics and Transformation
Date 12/11/24



Mr. Daniel Mateo
Assistant Superintendent
Office of Innovation and School Choice
Date 12/10/24



Mr. Nelson Izquierdo Jr.
Assistant Superintendent
Office of Labor Relations and Compensation
Administration
Date 12/9/24