

**Clear Creek ISD Instructional Materials Adoption
Subject Area Subcommittee (SAS) Member Liaison Plan**

Each member of a Subject Area Subcommittee (SAS) is required by CCISD Instructional Materials Adoption Policy to submit a plan outlining how he/she will serve as a liaison to the professional staff he/she represents on the SAS. Please complete this form and submit to your SAS Facilitator.

SAS Member Name _____

Subject Area Selection _____

Representation on SAS: (check your role on the Subject Area Subcommittee)

- Campus Teachers – Campus/Grade Level(s) _____
- Instructional Technology Representative – Campus _____
- Special Populations Teachers – Specify Level and Population(s) _____
- Campus Administrators – Specify Level _____
- Parents/Community Members _____

Although the instructional materials selection process in CCISD is by the vote of the informed decision makers (SAS members) and **not** a “popular” vote of teachers/staff, each SAS member is charged with communicating information to his/her representative group about the adoption selections. Similarly, the SAS member must also communicate back to the SAS information from his/her representative group.

Indicate below how you as an SAS member will accomplish this responsibility.

Check all that apply:

- Provide colleagues access to instructional resource samples
- Provide opportunity for colleagues to communicate instructional resource needs
- Provide, as necessary, adoption procedure information to colleagues
- Voice colleague input to SAS
- Relate to colleagues progress of the SAS study/review of instructional resources
- Assist in communication to the community concerning the adoption process
- Assist in communication to the community about instructional materials under consideration
- Relate final recommendation of SAS to colleagues
- Assist in generating any minority reports and/or campus-based waivers
- Relate to colleagues implementation needs for final instructional resource(s) selection
- Other _____

SAS Committee Member signature: _____