



## Instructional Services Council

The Instructional Services Council is an 18-32 member body serving in an advisory capacity to central administration and charged with the responsibility for reviewing the District Curriculum/Instruction/Assessment (CIA) and developing recommendations for educational program improvement to be presented to the Assistant Superintendent of Teaching & Learning. The Instructional Services Council has four primary functions:

1. Provide broad community input related to educational programming to school officials;
2. Develop recommendations related to educational programming to school officials;
3. Provide recommendations to elementary and secondary CIA development to the Assistant Superintendent of Teaching & Learning (i.e. courses of study, textbook selections, etc.);
4. Serve as disseminators of information related to educational programs to the local school professional staff, parents and the community at large.

### **Membership of the Instructional Services Council is as follows:**

1. Educator membership:
  - a. Teachers: K-2 primary, 3-5 intermediate; Middle School and High School. Prefer Department Chairs
  - b. Principals (Elementary, Middle and High Schools)
  - c. Board of Education members
  - d. Gifted Education Coordinator
  - e. Early Childhood Education Director
  - f. Elementary Teaching & Learning Coordinator
  - g. Secondary Teaching & Learning Coordinator
  - h. Teaching & Learning Multi-Tiered System of Support Leader
  - i. Supervisor of Special Education
  - j. Supervisor of Career Technology
  - k. Chief Technology Officer
  - l. Assistant Superintendent of Teaching & Learning
2. Community Membership
  - a. Parent/Building Representatives
  - b. Representative from Special Education parent group

- c. Representative from local business/industry/professional
  - d. Representative from the community-at-large
3. Student Representative(s) from the high school

### **Meetings**

The Instructional Services Council will meet in the months of October, January and April at a time, date and place to be determined by the Assistant Superintendent of Teaching & Learning.

### **Appointment of Members**

1. The representatives from the local parent-teacher organizations will be selected by those organizations in conjunction with building principals.
2. The student representatives from Fairmont will be selected by their student government.
3. The teacher representatives will be selected by the building principals
4. The administrators serving on the committee will be selected by the Assistant Superintendent of Teaching & Learning
5. The Board of Education representative will be selected by the Board of Education.

### **Study Committee**

The actual CIA development work will be accomplished by a small group of teachers, specialists, and administrators referred to as a Study Committee. The responsibility of the Study Committee will be a narrowly-defined task, i.e. data gathering, textbook selection, determination of instructional objectives, course of study writing, etc.

The chairperson for each Study Committee will be either the Early Childhood Education Director, Elementary Teaching & Learning Coordinator, Secondary Teaching & Learning Coordinator or Teaching & Learning Multi-Tiered System of Support Leader.

The final product of the efforts of the Study Committee will be presented to the Instructional Services Council.

## Materials Selection

1. Materials study may be initiated by:
  - a. The Assistant Superintendent of Teaching & Learning when the term of the current adoption expires;
  - b. Assistant Superintendent of Teaching & Learning when new courses of study are being introduced into the curriculum of the Kettering City School District;
  - c. A Teaching & Learning Coordinator, Director of Early Education or a consensus of teachers, subject to the approval of the Assistant Superintendent of Teaching & Learning, when it appears that the current adoption is no longer capable of meeting instructional objectives.
2. Teachers will serve as members of the Study Committee charged with the responsibility of recommending materials for adoption. The Study Committee may also have administrative or supervisory representation.
  - a. Members of the Study Committee and the chairperson of the committee will be appointed by the Assistant Superintendent of Teaching & Learning.
  - b. The recommendations of the Study Committee for textbook / materials adoption will be presented to the Instructional Services Council.
3. Recommendations from the Instructional Services Council must then be presented and approved by the Board of Education.

