

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Instructional Materials Selection Procedures****A. Procedures**

1. The Associate Superintendent of Educational Services or the designee authorizes the formation of an instructional materials adoption committee. (Instructional materials are any material or book purchased in quantities to be used as a class set or required reading).
2. The Coordinator of Instructional Media Services and Curriculum prepares the timeline for the instructional materials adoption process.
3. Committee Selection Process: Representatives should be knowledgeable in their fields and represent the various subjects and grade levels included in the adoption. Staff members who participate in selecting and/or evaluating instructional materials shall be those most competent for the task because of professional training or expertise.
4. Research: Review the research/trends/issues in this subject area. Refer to the state frameworks, state standards, and articles from professional publications. Find other schools that are using the materials, for reference.
5. Determine what materials are available: Check with publishers and other districts to see what is currently being used. Order samples of instructional materials for committee to preview.
6. Training: Provide in-service to the committee on the textbook review and analysis process.
7. Create a District Lens: Determine what it is that students are expected to know and where the currently adopted materials are deficient utilizing the course outline, state standards, frameworks, etc. Determine the most important goals the new materials must address.
8. Compare instructional materials to the district lens and select two or more programs for further review and piloting.
9. Pilot materials: Use in the classroom and implement lessons with students. Compare/ contrast lessons from the top selected materials to aid in making the final selection. Materials should be assessed utilizing the district lens as a guideline.
10. Make a final selection of materials recommended for adoption.
11. Send a press release to local newspapers for the dates, times and location where the materials will be displayed for public review.
12. Calculate the cost of materials: Request a quote from the publisher to use for determining which elements of the chosen material to purchase.

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13. Prepare a presentation including any parent and staff comments for the Curriculum Council to consider in making their recommendation to the board.
14. Prepare a report of the recommendation for the board. Presentation should include rationale from committee members and display of books, as well as what professional development will be needed for staff moving forward.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**Template for Instructional Materials Toolkits**

Toolkits for Instructional Materials Evaluation (TIME) are provided by state educational support agencies for use in the instructional materials adoption process. When a toolkit is not provided, toolkits used previously and stored in the TUSD Instructional Media Services digital files can be adapted for use in any content area, using the state standards and frameworks for that content area.

Any Toolkit for Instructional Materials Evaluation (TIME) should include these forms for the IM Adoption process:

1. Develop a District Lens
2. Pre-Screen Programs to Determine Promising Options
3. Paper Screen Process (each includes rubric for scoring)
 - I. Foundations Aligned to Standards and Framework
 - II. Student Learning
 - III. Monitoring Student Progress
 - IV. Teacher Support
4. Pilot Reports
5. Indications of Support with Evidence

The IMC Coordinator will prepare the forms for the specific content area, convene the committee, collect the forms from committee members, and provide comprehensive reports of the data for the committee to use its evaluation and selection process.