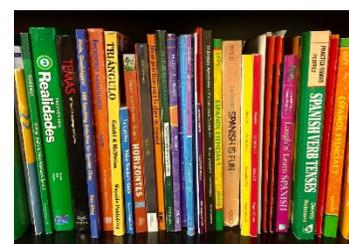


2020 Instructional Materials

Summer Review Institute Applications



The New Mexico Public Education Department's Instructional Material Bureau is recruiting teachers to be reviewers at the 2020 Instructional Material Summer Review Institute for 9-12 English Language Arts, Spanish Language Arts, World Languages, and English Language Development Materials.



WHO	<ul style="list-style-type: none"> • English Language Arts: Level II and Level IIIA Licensed, grades 9-12, with expertise, endorsements, and/or who teach ELA • Spanish Language Arts: Level II and Level IIIA Licensed, grades 9-12, with expertise, endorsements, and/or who teach SLA • World Languages: Level II and Level IIIA Licensed, grades 9-12, with expertise, endorsements, and/or who teach WL • English Language Development: Level II and Level IIIA Licensed, grades 9-12, with expertise, endorsements, and/or who teach ELD
WHAT	Accepted applicants will review instructional materials, including textbooks and digital media, for alignment with NM Common Core State Standards for ELA and SLA; NM World Readiness Standards; and NM English Language Development Standards.
WHEN	June 1-19, 2020
WHERE	Albuquerque area, June 1-3 Virtually, June 4-19, 2020***
WHY	<ul style="list-style-type: none"> • Participation in an important process for determining high-quality, standards aligned instructional materials for the students of New Mexico • Generous stipend of approximately \$1500*** • Professional Development hours awarded
APPLY	<ul style="list-style-type: none"> • Applications are available on the Resources and Information page of the IMB website: webnew.ped.state.nm.us/bureaus/instructional-materials/resources-information/. • Submit applications by January 3, 2020.
CONTACT	<ul style="list-style-type: none"> • Charlotte McLeod: charlotte.mcleod@state.nm.us • Debra Marquez: debra.marquez@state.nm.us

***See Frequently Asked Questions below

High-Quality Instructional Materials (HQIM) are content-rich, fully accessible, culturally relevant, free from bias, research-based and aligned to New Mexico state standards. They are written with clear purpose, effective lesson structure and pacing to provide flexibility for teachers to best suit the learning styles of all students, encouraging inquiry and curiosity. HQIM may also provide a variety of relevant assessments to equip teachers with professional tools to evaluate student comprehension of the content and provide deeper understanding of the standards.

Positions available for the 2020 Instructional Material Summer Review Institute

Content Leader: The content leader's primary responsibility is to review materials and provide evidence for alignment with standards and high quality indicators using rubrics developed by a team of content experts and the IMB. Content leaders must be highly knowledgeable in their content area and be able to provide content and standards support throughout the review to their review team. They are required to work with a team of two other reviewers to ensure understanding of the standards and authentic results; meet scheduled deadlines for completing the review; schedule and facilitate daily check-ins on progress toward final scores; attend daily check-ins with their facilitator; ensure the review team provides evidence that is valid; and lead reviewers toward an evidence-based appraisal of reviewed materials.

Reviewer of Record: The reviewer's primary responsibility is to review materials and provide evidence for alignment with standards and high quality indicators using rubrics developed by a team of content experts and the IMB. Reviewers are also required to work with a Content Leader to ensure understanding of the standards and authentic results; meet scheduled deadlines for completing the review; attend daily check-ins on progress toward final scores; and collaborate with another Reviewer and a Content Leader to author an evidence-based appraisal of reviewed materials.

Frequently Asked Questions

Q: Will I be paid for my participation in Instructional Material Summer Review Institute?

A: Yes, there is a stipend provided for your work. The exact amount will be determined before participant contracts are executed.

Q: When will I be expected to begin the work?

A: There will be required trainings before the Summer Review Institute begins. Most of the training will be virtual. There will be a mandatory, in-person training in Albuquerque May 1-2, 2020. Each participant will need their own laptop computer and internet access to attend most of the trainings and to perform the review of materials during the institute. The Summer Review Institute will begin in person June 1 in Albuquerque and will continue virtually through June 19, 2020.

Q: Where will the review institute take place?

A: The review institute will begin with a kickoff in Albuquerque June 1-3, followed by the virtual review. The kickoff will include a training and calibration session along with the start of the review of materials by review teams. Reviewers will take the materials home with them at the end of the day on June 3 and the remainder of the review will be completed virtually.

Q: What is a virtual review?

A: Two reviewers and a content leader (review team) will review the same instructional material for alignment with content standards and high quality indicators in their own homes independently, score the material using the provided Alignment and Scoring Rubric, and meet via Google Meet to compare scoring and determine overall scores for materials. Once the overall score is determined, the review team will complete the review process paperwork.

Q: What will I need to complete an application?

A: The application process takes about 60 minutes. You will need the following information and items to complete the application:

- Professional license information;
 - Teaching experience information;
 - Professional development experience information related to the content area for which you are applying;
 - A professional reference with contact information; and
 - A video of no more than 90 seconds. You must have a Google account to upload this file. Refer to Section 6 of the application for details.
- Content Leader applicants will also need a document related to a presentation, professional development, or teacher meeting you conducted. You must have a Google account to upload the file. Refer to Section 4 of the application for details.

Q: When will reviewer and content leader selections be made?

A: Selections will be made at the end of January, 2020, and applicants will be notified of their status after February 10, 2020.