



Calling All 7-12 CTE and K-12 Computer Science, Health Education, and Physical Education Educators! 2023 Instructional Materials Summer Review Institute

The New Mexico Public Education Department's Instructional Material Bureau is recruiting educators to be reviewers at the 2023 Instructional Material Summer Review Institute for 7-12 CTE and K-12 Computer Science, Health Education, and Physical Education instructional materials.



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| WHO | <ul style="list-style-type: none"> ❖ CTE: Level II and Level III NM licensed educators with expertise, endorsements, and/or who teach CTE ❖ Computer Science: Level II and Level III NM licensed educators with expertise, endorsements, and/or who teach Computer Science ❖ Health Education: Level II and Level III NM licensed educators with expertise, endorsements, and/or who teach Health Education ❖ Physical Education: Level II and Level III NM licensed educators with expertise, endorsements, and/or who teach Physical Education |
| WHAT | Accepted applicants will review instructional materials, both print and digital, for alignment with NM State Standards for CTE, Computer Science, Health Education and Physical Education. |
| WHEN | June 12-23, 2023 (Dates are tentative.) Mandatory training will occur prior to the institute. * |
| WHERE | Virtually, June 12-23, 2023 |
| WHY | <ul style="list-style-type: none"> ❖ Work with educators from across the state in an important process for identifying high-quality, standards-aligned instructional materials for the students of New Mexico ❖ Develop a deeper understanding of the standards ❖ Get a better understanding of high quality instructional materials and how to identify them for your school/district ❖ Professional Development hours awarded ❖ Stipend commensurate with work completed |
| APPLY | <ul style="list-style-type: none"> ● Applications are available on the Resources and Information page of the IMB website. ● Submit applications by February 13, 2023. |
| CONTACT | <ul style="list-style-type: none"> ● Charlotte McLeod: charlotte.mcleod@ped.nm.gov |

*See Frequently Asked Questions below.

High Quality Instructional Materials (HQIM) are content-rich, fully accessible, culturally and linguistically 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 support learning for all students, encouraging inquiry and curiosity. HQIM provide a variety of relevant assessments to support and guide teachers with professional tools to evaluate student comprehension of the content and provide deeper understanding of the standards. HQIM also provide support to identify the linguistic and cultural lenses that students use to make meaning in the content area.

“Thank you for the opportunity to work with interesting and challenging materials! Most of all, thank you for the opportunity to work with such outstanding educators! It was a pleasure!”

[Watch an informational webinar about the Summer Review Institute \(about 10 minutes\).](#)

[Listen to what past reviewers are saying about the Summer Review Institute.](#)

Positions Available for the 2023 Instructional Materials Summer Review Institute:

Review Team Leader: The review team leader's primary responsibility is to unbiasedly review materials and provide evidence for alignment with standards and criteria for high quality using rubrics developed by a team of content area experts and the IMB. Review team leaders are expected to 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 unbiasedly review materials and provide evidence for alignment with standards and criteria for high quality using rubrics developed by a team of content area experts and the IMB. Reviewers are also required to work with a review team 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 review team leader to author an evidence-based appraisal of reviewed materials.

"I respect that the (adopted) list has been vetted by people across the state, and I think that's important. These resources are vetted by PED, and they use educators from around the state, which I think is awesome, and they really intensely do it. We value their work and can't recreate PED's work at the district."

Frequently Asked Questions

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

A: Yes, there is a stipend provided for your work. The exact amount will be determined based on the number of titles assigned to you as a reviewer.

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

A: There will be required training before the Summer Review Institute begins. Most of the training will be virtual. There will be a mandatory, in-person training in Albuquerque May 5-6, 2023 (subject to location change). Each participant will need their own laptop computer and internet access to attend most of the training and to perform the review of materials during the institute.

Q: Where will the review institute take place?

A: The review institute will begin with a virtual kickoff June 12, 2023 (subject to location/format change), followed by the virtual review June 12-23. (Dates are tentative.)

Q: What is a virtual review?

A: Two reviewers and a review team leader (review team) will independently review the same instructional material for alignment with content standards and high quality indicators 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 collaboratively write the appraisal of title and complete the review process paperwork. These reviews are used to determine whether the submitted instructional materials are adopted or not adopted by the state.

Q: What does the application process entail?

A: The application process takes about 30-45 minutes. You will provide your contact information and professional experience as well as complete some short and long answer questions.

Q: When will reviewer and review team leader selections be made?

A: Applicants will be notified of their acceptance status around March 23, 2023.