**Application for Appointment as Community Observer**

**2023 Instructional Material Summer Review Institute**

**(**Career and Technical Education, Computer Science, Health Education and Physical Education)

The important role of the community observer involves the following responsibilities:

* The selection of the observers is limited proportional to the number of reviewers. Priority is given to parents of students currently enrolled in the school system.
* The 2023 Instructional Material Summer Review Institute will occur entirely online.
* The observer must agree to and sign an Instructional Material Bureau confidentiality statement prior to attendance of the Institute.
* The inclusion of the observer during the review process is for observational purposes only.
* The observer must adhere to his/her assigned institute’s schedule and must be punctual as assigned by the Instructional Material Bureau. Observations are tentatively scheduled to occur during the period of June 19-20, 2023.
* The observer will be given an overview of the review process prior to going into the online review rooms.
* Any interaction with the Reviewers and Facilitators during the instructional material review session is prohibited.
* The observer will be afforded the opportunity to provide feedback through a debrief meeting and a written assessment survey after their observation.
* The observer will be provided information on how they can be involved with their local review and adoption process to select high-quality instructional materials.
* The community observer is a volunteer and will not receive compensation.

Last Name:       First Name:       E-mail:

Primary Phone:       [ ] Home [ ] Work [ ] Cell Secondary Phone:       [ ] Home [ ] Work [ ] Cell

Street Address:       City, State, ZIP:

**GENERAL BACKGROUND**

I am (check all that apply): [ ] a parent [ ] a school administrator [ ] a community member

[ ] a college/university School of Education student/professor

**Please explain why you want to participate in the New Mexico Public Education Department’s Instructional Material Summer Review Institute as a “Community Observer.”**



**AGREEMENT AND SIGNATURE**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a “Community Observer”, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-or-

Name:       Date:

*Please e-mail the completed application with “Community Observer” in the Subject Line to* *Anthony.Burns@state.nm.us* *by June 15, 2023. Time and location of observation will be communicated upon appointment of observers.*