

COUNTYWIDE TEXTBOOK ADOPTION COMMITTEE MEMBER Job Description

Qualifications:

1. Valid West Virginia teaching certificate and currently employed as a teacher in Jackson County Schools.
2. Currently teaching within the subject area and/or grade levels for which textbook will be selected.

Immediate Supervisor: Director of Elementary/Middle Schools and/or
Director of High Schools and Vocational Education

Duties and Responsibilities:

1. Will attend presentations by representatives of publishing companies and textbook meetings.
2. Review curriculum and instructional needs from each school to determine a basis of textbook evaluation criteria.
3. Establish the criteria for textbook selection, i.e. county's curriculum and instructional needs, content standards, reading level, ease of use for both students and teacher, etc.
4. Receive and display textbooks being considered for adoption.
5. Provide teachers with a list of textbooks being considered for adoption.
6. Work with school's curriculum team to provide information concerning textbook reviews.
7. Present committee reports at faculty senate meetings.
8. Attend all textbook presentations and textbook meetings scheduled by the director(s).
9. Receive written information from teachers and community members who review books and make comments (textbook evaluation forms will be provided).
10. Prior to each presentation, review all textbooks and support materials.
11. Following each presentation evaluate how the textbook meets the selection criteria based upon personal review, presentation data, input from teachers, written comments, etc.
12. Participate in final evaluation to identify textbooks to be presented to the superintendent for consideration for recommendation to the board of education.
13. Prepare (box, label, etc.) sample textbooks that are to be returned to the county office.
14. Retain, distribute, or place in school resource room textbooks that are not returned to the county office.
15. Perform other duties as assigned by the director(s).

Jackson County Schools
January 2, 2003