

Curriculum/Instructional Materials Selection Procedure Navarro Independent School District

Introduction

To promote effective use of curricular and instructional resources, Curriculum/Instructional Materials Selection Procedure provides guidance for the acquisition of appropriate resources to support instruction. The procedure will assure that supplemental programs are supportive of, and aligned to the District Curriculum, District Improvement Plan, Campus Improvement Plan and Campus Instructional Focus; resources selected and implemented are of the best quality and value to support student learning. The procedure applies to all instructional resources, digital or print, designed to support productivity, instruction, RTI, research/library or enterprise purchases, as well as all users and holders of District resources.

Purpose

The selection of instructional/curricular resources is a comprehensive task requiring planning and collaboration in order to ensure that the best instructional tools for student learning are acquired. Therefore, several factors must be considered prior to the procurement of educational resources. These include: system requirements, curriculum alignment, district and campus goal alignment, compatibility with existing technologies, ease of use, support, total cost of ownership, and impact on student learning. The selection process encompasses four management phases: Selection and Review, Implementation, Maintenance, and Obsolescence.

Selection and Review Process

Requests for curricular/instructional material purchases must be submitted to the Campus Based Advisory Committee prior to being sent to the Instructional Services Office for review for purchase approval. The Campus based Advisory Committee is responsible for ensuring that all curricular/instructional purchase requests meet instructional needs, align with district curriculum and support student instructional needs of the campus. The Campus Based Advisory Committee review process includes:

- Obtaining information on the pricing, technical specification (if electronic), maintenance costs (including yearly re-occurring), training requirements, instructional focus, instructional benefits and target audience.
- Completing the Curricular/Instructional Materials Review Application
- Attaching any related information about the product to the Application

Upon campus approval of the product by the Campus-Based Advisory Committee or a Grade Level/Vertical Alignment Team, a Curriculum/Instructional Materials Order Request Form is to be submitted to the Academic Services Office along with a completed purchase order for review.

Guidelines for Evaluation of Products

Product review documentation should address each of the following guidelines prior to being submitted for approval.

- Alignment with District or Campus Instructional/Curricular Goals.

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Supporting Policy: EFA Legal, EFA Local, EF Legal

- Alignment with State Curriculum Standards (TEKS) for instructional tools.
- System Compatibility if technology related.
- Effectiveness.
- Ease of Use.
- Documentation/online support (district developed or vendor provided or research-based).
- Support and maintenance costs and/or needs.
- Total cost of ownership.
- Support training and staff development.

Curriculum/Instructional Materials Order Request Form

NISD 6/24/2018

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Navarro Independent School District**

Product Name: _____

Type of Material:

_____ **Online Supplemental Resource**

_____ **Print Supplemental Resource**

_____ **Online Intervention Program**

_____ **Print Intervention Program**

_____ **Textbook**

_____ **STAAR Prep/Consumable**

_____ **Other:**

Grade Level: _____

Content Area: _____

Please include the following information about the product:

1. Which District Goal does the product support?

2. Which Campus Improvement Goal/Objective does the product support?

3. Does this program replace any existing programs? _____

If yes, which program(s) does it replace and what does it offer that the existing resource does not?

4. Does the program require additional staff development? _____

If yes, what is the cost of the training? _____

5. What is the total cost to purchase the product? _____

6. Is the purchase cost a one-time cost or a re-occurring cost? _____

If re-occurring, what is the re-occurring cost? _____

7. What research-based evidence is provided with the product or service that demonstrates increased/elevated student performance?

8. What are the technology requirements for the product/service to function properly? You may attach technology specifications from the product vendor.

9. What is the primary purpose for the implementation of the product/resource/service? (i.e. age group, RtI, acceleration, test prep, practice, core curriculum etc.)

10. Will the product/resource/service be used by all campus staff, one grade level, one content area or a vertical (cross grade level) team? Please be specific:

11. Is this product/service/program sole source or is it provided by a variety of vendors? If sole source, please attach a sole source letter. If provided by multiple vendors, please include at least 2 price comparisons if the total cost exceeds \$3,000.00.

11. Was this Request Form completed and approved by the Campus/District/ Based Advisory Committee or Grade Level/Vertical Alignment Team (PLC)?

If yes, please list members involved in the selection.