

LOCAL ADOPTION TEAMS

HIGH-QUALITY INSTRUCTIONAL MATERIALS



The textbook adoption process guarantees that all instructional materials chosen by the district align with state standards, address the needs of diverse learners, and promote high-quality teaching and learning. Successful adoption depends on clearly defined roles, transparent decision-making processes, and effective collaboration among district leaders, school staff, and community members. More than just a purchase, it is an investment in student success and teacher effectiveness. Through careful planning, review, and implementation, this process ensures that the selected materials are used appropriately and lead to positive academic outcomes.

KEY QUESTIONS:

- Do the materials align with state standards and district goals?
- Will they meet the needs of **ALL** learners?
- Are the assessments valid, reliable, and aligned to instructional goals?
- Are the digital components accessible and compatible with district technology?
- What professional learning will be required for successful implementation?
- How will success be measured and monitored?

IMPORTANT CONSIDERATIONS:

- **Compliance:** Follow all state adoption guidelines and district purchasing policies.
- **Fidelity of Implementation:** Materials must be used as designed to achieve intended outcomes.
- **Stakeholder Involvement:** Include teachers, administrators, and community members in the process.
- **Sustainability:** Plan for ongoing updates, replacements, and professional learning over the life of the adoption.

TEAM ROLES and RESPONSIBILITIES:

DISTRICT LEVEL

- *District Curriculum Coordinator (Lead)*
 - Serve as the primary point of contact between the district, schools, publishers, and the state education agency.
 - Establish the adoption timeline, ensuring all tasks meet state deadlines.
 - Communicate requirements, expectations, and updates to the adoption team and school leaders.
 - Ensure compliance with the state textbook adoption process, policies, and reporting requirements.
 - Facilitate team meetings, maintain documentation, and oversee submission of final adoption recommendations to the school board.
- *District Content Area Specialist*
 - Review instructional materials for alignment with state standards, curriculum frameworks, and district priorities.
 - Evaluate the quality, rigor, and accuracy of content.
 - Assess teacher support materials, lesson plans, assessments, and differentiation strategies.
 - Provide recommendations for professional learning needs tied to each program.
 - Collaborate with school-based staff to gather input and feedback.
- *Professional Learning and Implementation Support Lead*
 - Develop a draft plan for teacher and leader training on the new materials.
 - Coordinate vendor-led training and district-led follow-up sessions.
 - Ensure the professional learning plan includes monitoring for fidelity of implementation.
- *Technology and Digital Learning Representative*
 - Evaluate digital components for accessibility, ease of use, and compatibility with district devices and learning management systems.
 - Review online resources, interactive features, and assessment platforms for quality and security.
 - Recommend implementation supports and identify necessary technology upgrades.
- *Special Programs and Support Services Representatives*
 - Assess how materials address the needs of special education, English learners, and advanced learners.
 - Verify that materials provide multiple entry points for students at different skill levels.
 - Ensure resources meet accessibility requirements (e.g., screen reader compatibility, alternative formats).



- *Procurement and Finance Representative*
 - Monitor budget allocations for textbook adoption.
 - Coordinate vendor quotes, bids, and contracts according to district purchasing policies.
 - Track purchasing timelines to align with delivery and training schedules.

SCHOOL LEVEL

- *Principal or Assistant Principal*
 - Share adoption timelines, requirements, and updates with school staff.
 - Organize opportunities for teachers to review sample materials, pilot lessons, and submit structured feedback.
 - Designate teacher representatives to serve on adoption committees and ensure their active participation.
 - Oversee the secure storage, tracking, and return of sample materials during the review period.
 - Consolidate school-level feedback and submit recommendations to the district adoption coordinator.
 - Prepare for implementation by scheduling professional learning, adjusting instructional schedules as needed, and ensuring timely access to materials.
 - Monitor classroom use of adopted materials and provide feedback to the district on successes and challenges.
- *Teachers, Instructional Coaches, and Librarians*
 - Pilot or review sample materials in classroom settings.
 - Provide feedback on usability, engagement, and pacing.
 - Identify strengths and gaps in instructional materials.
 - Communicate school-level feedback to the adoption team.

COMMUNITY MEMBERS

- *Parents, Local Business Owners, and Civic Representatives*
 - Provide an external perspective to ensure materials reflect community values and needs.
 - Review sample materials for clarity, accessibility, and ease of use for families.
 - Offer feedback on how materials can be supported at home and in the community.
 - Serve as liaisons to communicate adoption decisions to the public and promote transparency.



PLAN THE NEXT STEPS:

1. Review each key action you scored as red or yellow and identify the highest priority success criteria. Please do not feel that you need to tackle it all at once! Focusing on a few at a time is okay.
2. Include how you can support any high-priority success criteria for each relevant group. For example, if you are part of a school system implementation team, include the support you will provide to school leaders and teachers.
3. Your plan should include the required next steps, an owner, and a due date. The sample plans below show how some implementation teams approached this work.

