

2016-2017
Social Studies Instructional Materials
Call for Reviewers

Instructional Materials (IM) Adoption Process:

Florida's Next Generation Sunshine State Standards (2015) for Social Studies detail what students should know and be able to do as the result of a quality Social Studies program.

Call for Reviewers:

To evaluate the quality of instructional materials for use in district classrooms, the Florida Department of Education (the department) is seeking reviewers with content expertise and an in-depth understanding of the current Florida Standards. State standards detail what students should know and be able to do as the result of a quality educational program. Instructional materials shall be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to the Florida Standards.

The department received eighty-four bids for K-12 Social Studies materials. The breakdown by subject areas is included below.

Elementary Social Studies (K-5)

- Social Studies Grade K
- Social Studies Grade 1
- Social Studies Grade 2
- Social Studies Grade 3
- Social Studies Grade 4
- Social Studies Grade 5

Middle Grades Social Studies (6-8)

- M/J United States History
- M/J United States History and Career Planning
- M/J United States History Advanced
- M/J United States History Advanced & Career Planning
- M/J Civics
- M/J Civics & Career Planning
- M/J Civics Advanced
- M/J Civics Advanced & Career Planning
- M/J World History
- M/J World History Advanced

High School Social Studies (9-12)

- United States History
- United States History Honors
- Economics with Financial Literacy
- Economics with Financial Literacy Honors
- World Cultural Geography
- United States Government
- United States Government Honors
- Psychology 1
- Psychology 2
- World History
- World History Honors

State Reviewer Qualifications:

State instructional materials reviewers will hold one or more of the following credentials in the field of Social Studies:

- (a) A master's degree or higher,
- (b) Certification,
- (c) Substantial experience with evidence of Social Studies content expertise and student achievement, or
- (d) Recognition as a Social Studies content expert. Such recognition may include, but is not limited to, awards received or publications related to the field of Social Studies.

Stipend for Reviewers:

A stipend will be paid to all state instructional materials reviewers: In accordance with section 1006.29(1)(d), Florida Statutes, the department, as of July 1, 2014, may assess and collect fees from publishers participating in the instructional materials approval process. The monies so collected will be used to pay a stipend to state instructional materials reviewers.

Reviewers will receive a stipend of \$330 for each bid evaluated. All stipend checks will be mailed within 30 days upon the completion of the whole adoption. Evaluating Instructional Materials for the state adoption requires time and effort; it is an undertaking that is very important and will support our goal for all Florida students to receive a high quality education that will prepare them to be active citizens, critical thinkers, and lifelong learners.

State Instructional Materials Reviewer Registration:

To register as a reviewer:

- Open the hyperlink <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx> and select the **Register** link.
- Select **State Instructional Materials Reviewer** under account type, and complete the required registration information page.
- Please be sure to retain your Login Name and Password; you will need to access the IM Review Portal upon your account being activated.
- All reviewer notifications for the review process will be sent via email; hence, please be sure to provide an accurate email address.

The information provided in your registration to be a state instructional materials reviewer should be a comprehensive profile of your qualifications to review a specific bid(s). Consider the following examples as a guide during the application process.

Education -

- (a) List each specific degree(s) conferred to you.
 - a. Master's Degree in History (focus on Civil War) – Florida Atlantic University
 - b. Bachelor's Degree in Elementary Education – University of West Florida

Employment Experience -

- (a) Include total experience related to the field education.
 - a. 11 years
- (b) Include total experience related to each bid interested in reviewing.
 - a. 3 years grade 1
 - b. 1 year grade 5
 - c. 5 years middle grades United States History
 - d. 2 years adjunct professor (U.S. History)

Public Service Experience -

- (a) Include public service experience related to Social Studies or instructional materials.
 - a. Participated in the last district-level textbook adoption for Civics

Affiliations -

- (a) Include affiliations related to the field of Social Studies or instructional materials
 - a. 2010-2013 member of the Nation Council for the Social Studies
 - b. 2012-2015 member of ASCD

Additional Information -

- (a) Include information relevant to the State Reviewer Qualifications in this document
 - a. 2005 School-level Teacher of the Year
 - b. 2010 District-level Social Studies Teacher of the Year
 - c. 2012-present Social Studies mentor
 - d. Member of the African-American History Task Force

Upon completing the registration, complete the State Affidavit, Stipend Justification Form, and Online Substitute Form W-9 and mail to the department at the address below.

The State Affidavit and Stipend Justification Form are available to print at

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

http://www.fldoe.org/core/fileparse.php/5574/urlt/Stipend_Justification_Form.pdf

The state affidavit must be signed, **notarized**, and mailed to:

Florida Department of Education
Bureau of Standards and Instructional Support
325 West Gaines Street, Suite 432
Tallahassee, FL 32399
Attention: Instructional Support – 2016 Adoption

State Affidavit:

All state reviewers must be able to sign an affidavit attesting compliance with Section 1006.30, Florida Statutes.

1006.30 Affidavit of state instructional materials reviewers.—

Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

- (1) The reviewer will faithfully discharge the duties imposed upon him or her.
- (2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- (3) The reviewer is in no way connected with the distribution of the instructional materials.
- (4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- (5) The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
- (6) The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

Next Steps:

- If you are selected, you will be notified of account activation via email within 30 days. All training and reviewer notifications regarding the instructional materials review process will be sent via email; hence, please be sure to provide an accurate email address.
- Once your affidavit is received, your bid(s) will be assigned and an email will be sent to start your evaluation(s).
- An IM Training link and IM Online Reference Guide will be available on the Reviewer portal and must be reviewed *before* starting your evaluations.
- The entire evaluation process is conducted online, with the evaluation rubric and access to the samples all available through the IM Review Portal.
- There is no required travel, and no hardcopy samples will be sent to you.

IM Reviewer Evaluation Training Materials:

- Florida Online IM Review Training Presentation/Scoring Criteria Rating Descriptors
- 2016 Evaluation Quick Reference Guide

All training materials will be posted on the IM website under the Instructional Materials Evaluation section. You must read the Review Training Presentation and the Evaluation Quick Reference Guide.

The IM Review Training Presentation covers the evaluation policies, areas of review, rating scale and how to access, evaluate and use the online evaluation tool. The Evaluation Quick Reference Guide provides a quick tutorial of the IM Review Portal – how to access the materials for review, and review of the evaluation areas.

If you encounter any problems with the publisher’s website etc., please contact our office immediately. Please do not contact the publisher!

Each bid must be completed within three weeks from the assignment date.

IM Contact Information:

Please contact Katrina Figgett at katrina.figgett@fldoe.org, 850-245-0758 or the IM staff at imstaff@fldoe.org, 850-245-0425, if you need additional information on the Florida IM Review process.

IM Website – <http://www.fldoe.org/academics/standards/instructional-materials/>

State Affidavit–

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

IM Review Portal – <https://app2.fldoe.org/BII/InstructMat/Evaluation/Account/Login.aspx>