

**Career and Technical Education (CTE)  
Textbook and Instructional Materials Screening Instrument Panel  
due December 1, 2017  
*Section D***

### **Overview**

Thank you for your interest in serving on the CTE textbook and instructional materials screening instrument development panel. If selected as a member of the panel, you will be entrusted with developing screening instruments that will be used by the advisory panel to review publishers' submissions of CTE textbooks and instructional materials. These screening instruments will be used to determine whether materials are aligned to standards and should be recommended to the State Board of Education for inclusion on the state's official adoption list. You will be asked to create a grade-banded screening instrument that will be used to evaluate the materials for that grade band in one of the career and technical education fields: business management and administration, marketing, and finance.

1. Letter of Intent
2. Practice Exercise: original instructional material
3. Two Letters of Recommendation: (1) From the applicant's department chair or principal and (2) A professional reference from a peer in the field
4. Resume

Applicants must submit all components using this [link](#). **Applications will be accepted through December 1, 2017.** Please see the following note regarding eligibility:

\*The advisory panel will be composed primarily of current Tennessee CTE educators; however, applicants from accredited postsecondary institutions in Tennessee may also apply and will be considered equally alongside their peers working in K-12 education. For applicants from an accredited postsecondary institution, a letter of recommendation from a direct supervisor/manager must be submitted in place of letter from a department chair or principal.

### **Instructions**

#### **1. Letter of Intent (to be written by the applicant):**

The letter should not be longer than two pages, typed, and double-spaced. Please describe the following:

- Why are you interested in serving as a CTE textbook and instructional materials screening instrument developer?
- What process do you undergo when determining which materials you will utilize to support the state standards? What do you use to help make these decisions?

- What evidence do you have of student achievement and growth from your teaching? (Please focus, in particular, on the past two years of instruction.)

### **1B. Letter of intent for non-educators (to be written by the applicant)**

- Why are you interested in serving on the social CTE textbook and instructional materials screening instrument development panel?
- What are your specific qualifications and interests that make you an appropriate applicant?

### **2. Practice Exercise: Original Instructional Material (Educators Only)**

Create an original lesson plan or student activity as it would appear in an instructional resource appropriate for the grade level or course for which you are applying. If you are applying for more than one grade level or course, you need only submit for one grade level or course. Materials must be aligned to the new Tennessee state social studies standards, and may span multiple days of instruction over more than one lesson plan.

Your task will be measured against four indicators:

- Strength of alignment to standards and classroom application
- Demonstration of content knowledge
- Ability to effectively write in content
- Rigor is appropriate for the course and expectation of the standards

### **3. Two Recommendation Letters**

If applying as a K-12 educator, one letter of recommendation must come from the applicant's department/grade level chair or principal and the other recommendation may come from a peer, colleague, or other professional connection who can best speak to the qualities listed below. For non-K-12 applicants, one letter must come from a direct supervisor/manager and one may come from a peer, colleague, or other professional connection who can best speak to the qualities listed below. Letters of recommendation should address the following information about the applicant:

- Evaluation scores (multiple years preferred)
- Skills/abilities/strengths as a professional
- Accomplishments as an educator (e.g., awards, recognitions, evidence of overcoming adversity in the classroom, personal investment in the success of students)
- Any contributions made to the fine arts community or the local community at large (e.g., positions held, volunteerism, leadership)

### **3B. Two Recommendation Letters (for Non-educators)**

- Skills/abilities/strengths as a professional
- Accomplishments as a professional (e.g., awards, recognition's, evidence of overcoming adversity in the classroom, personal investment in the success of students)
- Any contributions made to the world languages community or the local community at large (e.g., positions held, volunteerism, leadership)

#### 4. Resume

Submit a resume that includes your educational history, teaching experience (subjects and courses taught and number of years taught), relevant work experience, awards/honors, and additional committees or roles and responsibilities you feel are relevant.

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*Notice to all applicants:*

In accordance with T.C.A. § 49-6-2201(n)(4), the names of the advisory panelists, their positions, employers, and the panels on which they serve shall be identified on the Tennessee Department of Education's website. Information about each panelist will appear in the following manner:

*Jimmy Smith, World Language Educator, Harrison County Schools, World Language Panel*

Additional information about the textbook adoption process may be found here: <http://tennessee.gov/education/section/textbook-services>. If you have additional questions or concerns, please email [Alison.Gower@tn.gov](mailto:Alison.Gower@tn.gov). Thank you for your commitment to Tennessee students.