

Review Committee Job Description

This resource outlines a potential job description to be shared with people interested in becoming members of the Review Committee.

Qualifications

- Excited about the potential of a new curriculum to support teachers and students
- Demonstrates effectiveness as a teacher or leader
- Demonstrates effectiveness in collaborating with others
- Demonstrates strong organizational practices and consistently meets deadlines
- Has sufficient time available to devote to the curriculum review process
- Willing to engage in solving challenging problems that do not have simple solutions
- Able to communicate clearly and compellingly about the curriculum review process

Responsibilities

- Participate in all Review Committee meetings, many of which may happen outside of school hours
- Participate in training on the Framework and standards, review process, and materials
- Act as an advocate for the curriculum review and selection process
- Effectively answer questions about the review process to external stakeholders
- Take on any and all responsibilities assigned by the Review Committee leader

Time Commitment

- Review Committee members should expect to spend at least two hours per week dedicated to the work of the committee, with an additional day dedicated to training.
- Though some of the work can be accomplished during the school day, much of the commitment will happen outside of school hours.
 - Bargaining agreements may require that Review Committee members are compensated for their time outside of contract hours.

Key Meetings *(Note: This is not an exhaustive list.)*

- Training on the standards, review tools, and selection process
- Classroom observations and discussions with teachers about current instructional practices
- Creation of a vision for excellent instruction in the impacted content area
- Review of curriculum finalists