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2019-2020  
World Languages, Career and Technical Education and Computer Science  
Instructional Materials  
Call for Reviewers

Instructional Materials (IM) Adoption Process:

Florida's Next Generation Sunshine State Standards for World Languages, Career and Technical Education and Computer Science detail the knowledge, skills and resources a student should develop as a result of a quality program in these areas.

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 Florida Department of Education received eighty-seven bids for World Languages, Career and Technical Education and Computer Science. The breakdown by subject areas is included below.

Elementary World Languages: (K-5)

- Elementary Spanish

Elementary Computer Science: (K-5)

- Introduction to Computer Science 1
- Introduction to Computer Science 2

Middle Grades Computer Science: (6-8)

- M/J Computer Science Discoveries

High School World Languages: (9-12)

- French 1

- French 2
- Spanish 1
- Spanish 2
- Spanish 3 Honors
- Spanish 4 Honors

**High School Computer Science: (9-12)**

- Computer Science Discoveries
- Computer Science Principles

**High School Career & Technical Education: (9-12)**

- Agritechnology 1
- Veterinary Assisting 1
- Building Trades and Construction Design Technology 1
- Building Construction Technologies 1
- Administrative Office Technology 1
- Accounting Applications 1
- Allied Health Assisting 3
- Criminal Justice Operations 1
- Early Childhood Education 3
- Introduction to the Teaching Profession
- Culinary Arts 1
- Principles of Food
- Principles of Engineering
- Applied Engineering Technology 1
- Global Logistics and Supply Chain Technology
- Automotive Maintenance and Light Repair 2

**State Reviewer Qualifications:**

State instructional materials reviewers will hold one or more of the following credentials in the field of World Languages, Career and Technical Education and Computer Science:

1. A master's degree or higher;
2. Educator Certification;
3. Substantial experience with evidence of World Languages, Career and Technical Education and Computer Science content expertise and student achievement; or
4. Recognition as a World Languages, Career and Technical Education and Computer Science content expertise expert. Such recognition may include, but is not limited to, awards received, or publications related to the fields of World Languages, Career and Technical Education and Computer Science.

### 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 state adoption in its entirety. 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:

- Go to: [www.flimadoption.org](http://www.flimadoption.org) then click on Open Cycles. You will see all active adoption cycles. Click on the “Call for Expert Reviewers” to review the requirements and apply to be an expert reviewer.
- Review the information on the call for experts’ tab and click on the “Sign in or Create an Account” button located on the right side of that tab.
- After you have signed up to become an expert reviewer, you will receive a verification email. To verify your email address, please click on the verification link located in the email.
- Once you have verified your user account you will be directed to a log in screen. **Sign in to your user account by using the e-mail you provided and the password that you chose.**
- Once logged into your user account, you will then click on the “Open Cycles” option to access your reviewer application.
- Click on the “Call for Expert Reviewers” option and then click on the “Sign up to be an Expert Reviewer” option to fill out your application to be an expert reviewer.
- Complete the reviewer application by answering all required fields.
- Once your application has been submitted, you will receive a notification e-mail confirming receipt of your application. The Instructional Materials staff will review your application once all required reviewer documentation has been received.
- Once you complete your application to become an expert reviewer, you will also need to complete the following, Reviewer Stipend Justification Form, Reviewer Affidavit and the online W-9 form via the State of Florida Vendor site.

**\*\*Please note that your *application is NOT complete & will not be reviewed until these forms are completed and received by IM staff\*\****

For more detailed information please view the State Expert Reviewer registration presentation at

<http://www.fldoe.org/core/fileparse.php/5574/urlt/ExpertReviewerTraining.ppt>

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
  - 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
  - d. 2 years adjunct professor

**Public Service Experience -**

- (a) Include public service experience related to subject area or instructional materials.
  - a. Participated in the last district-level textbook adoption

**Affiliations -**

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

**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 Teacher of the Year
  - c. 2012-present-mentor
  - d. Member of a 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](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 Materials – 2019-20 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 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, a IM Training link and IM Online Reference Guide will be available on the Review Portal and must be reviewed *before* starting your evaluations.
- Your bid(s) will be assigned and an email will be sent to start your evaluation(s).
- The entire evaluation process is conducted online, with the evaluation rubric and access to the samples 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
- 2019 Evaluation Quick Reference Guide

All training materials will be posted on the review website for future reference

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 Cathy Seeds at [Cathy.Seeds@fldoe.org](mailto:Cathy.Seeds@fldoe.org), 850-245-0903, Melissa C. Sykes [Melissa.Sykes@fldoe.org](mailto:Melissa.Sykes@fldoe.org), 850-245-5094, or the IM staff at [IMstaff@fldoe.org](mailto: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>

Stipend Justification - <http://www.fldoe.org/core/fileparse.php/5574/urlt/StipendJustificationForm.pdf>

IM Review Portal – <https://www.flimadoption.org/Home/index>