## Volusia County Schools 2022-2023

#### **INSTRUCTIONAL MATERIALS ADOPTION PROCESS**

# Instructional Materials Specialist Curriculum Specialist

Meet to Plan for Upcoming Adoption

Jan-Feb

1

# Curriculum Specialist/Instructional Materials Specialist K-12Director

Meet to Discuss plan
Establishes goals, timelines, committee adoption
Members and meeting dates/locations

Jan-Sept

1

# Instructional Materials Specialist Curriculum Specialist Adoption Committee

Meets with adoption committees to review adoption process, review research, benchmarks, and evaluation criteria

Mar-Oct

1

#### **Instructional Materials Specialist**

Requests samples from publishers submitting on the State Bid List

Aug-Nov

1

## Instructional Material and Instructional Technology

Technology Screening

Meet with publishers to verify the need of technology specification

July-Nov

Ţ

#### **Curriculum Specialist Adoption Committee**

Complete screening, evaluation and narrow to top 2 or 3 programs
Include Public access day of decision

Aug-Dec

1

#### **Instructional Materials Specialist**

Invite publisher finalists to make presentations at finalists meeting

Oct-Jan

1

#### Publisher Finalists Adoption Committee and Specialists

Publisher presentations to Adoption Committee

Oct-Jan

1

# Curriculum Specialist/Instructional Materials/Coordinators

Holds public input meeting Virtual Links & In Person Oct-Jan

### **Adoption Committee** Makes recommendations for adoption Oct-Jan Include Public access day of discussion **Instructional Material Public Access** Links on website Oct-Jan Locations for any print review if possible Public notice for final review date **Curriculum Specialist/Instructional Materials** Specialist/K-12 Director Oct-Jan Meet to discuss recommendation **Instructional Material/Curriculum** Jan-Mar Presentation to Board of recommendation **School Board Votes** Feb-April One month after presentation ţ **Order Begins**

One month after vote

April-May