

## Career and Technical Education (CTE) Textbook and Instructional Materials Advisory Panel Submissions due January 20, 2017

*Section C: arts; audio/visual technology and communications; and anatomy and physiology*

### **Overview**

Thank you for your interest in serving on the CTE textbook and instructional materials advisory panel. If selected as a member of the panel, you will be entrusted with reviewing publishers' submitted materials for the aligned courses in your career cluster and determining whether these materials meet the level of rigor and relevance required by the course standards. Most importantly, you will be tasked with selecting the materials that best serve the needs of Tennessee students. In so doing, you will help ensure teachers have access to high-quality resources to support their day-to-day instructional work.

The written application has the following three components:

1. Letter of Intent
2. Practice Exercise: original instructional resource task
3. Two Letters of Recommendation: (1) From the applicant's Career and Technical Education director,\* and (2) A professional reference from a peer in the field

Applicants must submit all components using this [link](#). **Applications will be accepted through January 20, 2017.** Please see the following note regarding eligibility:

\*The advisory panel will be composed primarily of current Tennessee middle and high school CTE educators; however, applicants from accredited postsecondary institutions in Tennessee and industry representatives 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 CTE director.

### **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 on the CTE textbook and instructional materials advisory panel?
- 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.)

## 2. Practice Exercise: Original Instructional Resource Task

Create an original student task as it would appear in an instructional resource appropriate for the program of study or career cluster for which you are applying. If you are applying for more than one program of study or career cluster, you need only submit for one program of study or career cluster. Tasks must be aligned to current Tennessee standards.

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 CTE educator, one letter of recommendation must come from the applicant's CTE director 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) – *CTE Directors only*
- 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 CTE community or the local community at large (e.g., positions held, volunteerism, leadership)

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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, CTE Educator, Harrison County Schools, Education and Training 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.