**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 will happen outside of school hours
* Participate in training on the 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
* While some of the work can be accomplished during the school day, much of the commitment will happen outside of school 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