



Rivet Education **Instructional** **Materials** **Implementation Tool**

A roadmap for high-quality instructional materials implementation

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HOW TO USE THIS TOOL

Rivet Education’s Instructional Materials Implementation Tool is a roadmap for each phase of high-quality instructional materials (HQIM) implementation, outlining key actions (bolded) and corresponding success criteria that are necessary for school system leaders, school leaders, and teachers to navigate each phase successfully.

Rivet Education recommends school system leaders use this tool to:

- 1) Preview and understand the entire HQIM selection and implementation journey.
- 2) Identify which phase of implementation you are in regardless of the year of implementation.
- 3) Determine the strength of your implementation and readiness for the next phase.

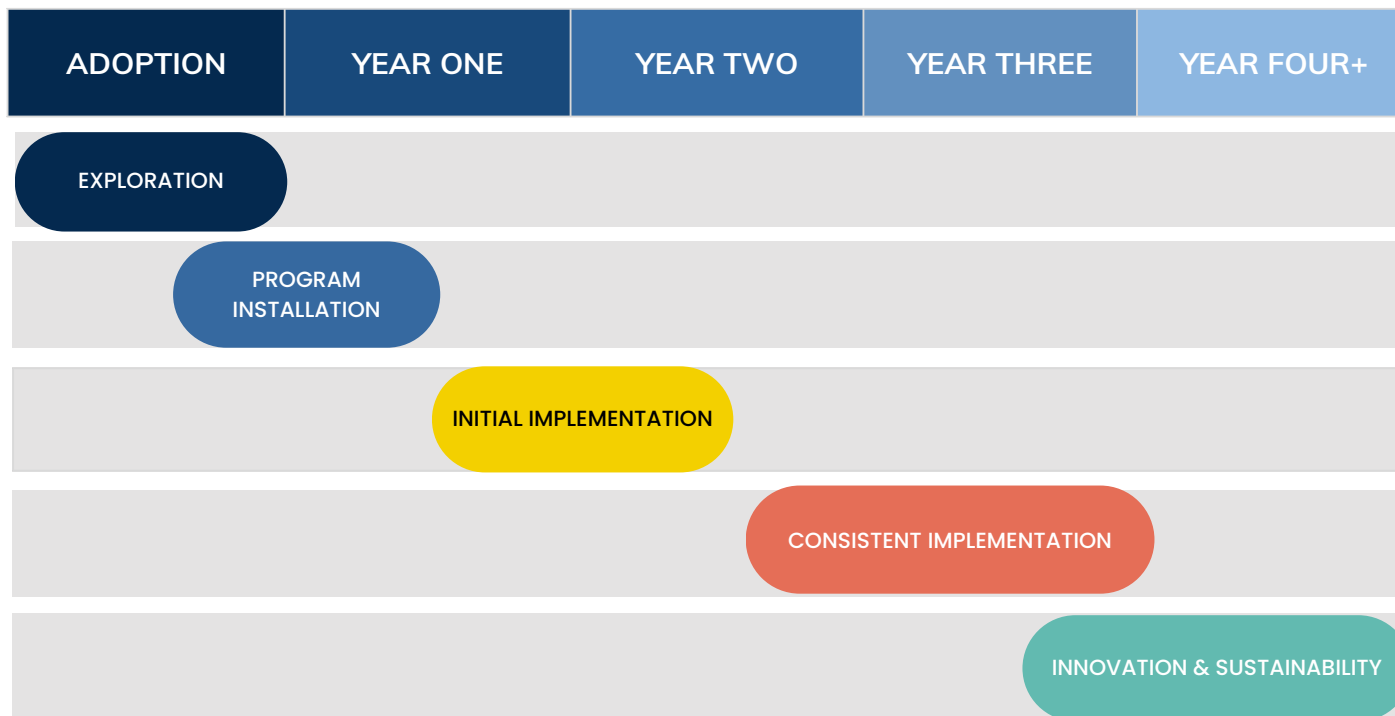
IMPORTANT NOTES

- Some groups or individuals within a group may be in different phases simultaneously.
- The transition to the next phase occurs when most teachers and leaders meet the key indicators of the previous phase.
- Even if a school system has successfully navigated a phase, new teachers and leaders will need professional learning and support specific to the HQIM and tailored to their initial implementation needs.

INTRODUCTION

Research shows that access to high-quality instructional materials (HQIM) is vital for improving teaching and learning. However, simply adopting HQIM is unlikely to yield substantial improvements. **Successfully implementing HQIM often requires a pronounced shift in approach and sustained effort from educators at all system levels.** The Implementation Tool outlines who does what and when.

Implementation science suggests that people move through a series of non-linear but relatively predictable stages when implementing a new program, including new instructional materials.



EXPLORATION
School systems review and select HQIM with key staff and relevant groups.

PROGRAM INSTALLATION
Teachers have access to HQIM; leaders establish or revise systems and structures for support.

INITIAL IMPLEMENTATION
Leaders set and monitor expectations for implementation; teachers use the HQIM as intended.

CONSISTENT IMPLEMENTATION
Leaders ensure HQIM are integrated into regular practices, policies, and procedures; teachers skillfully use HQIM.

INNOVATION & SUSTAINABILITY
Instructional staff facilitates and supports teachers in making smart adaptations to the HQIM so all students can access grade-appropriate content based on their needs and performance.

EXPLORATION

Start here if you have not begun adopting HQIM yet.

Phase Focus: School Systems review and select HQIM with input from relevant groups.

Leaders plan the adoption process.

- Form an adoption team including teachers, instructional leaders, and specialists, and appoint a team leader.
- Establish a timeline with key milestones, ensuring enough time for materials selection and ordering before the school year begins, and establish communication plans for staff and the community.
- Secure funding for professional learning and HQIM, including teacher guides, student consumables, digital licenses, texts, and manipulatives.
- Engage external professional learning providers as needed.

Leaders establish a vision for excellent, content-specific instruction.

- With the adoption committee, create or refine a content-specific vision for excellent and equitable instruction.
- Communicate the instructional vision to the local school board and school leaders, highlighting the role of HQIM in achieving the vision.
- Train the adoption team on identifying HQIM and assessing their alignment with the local and state academic standards.

EXPLORATION

Adoption team develops the selection rubric and prepares for reviews.

- Solicit input from relevant groups on criteria they want the HQIM to meet.
- Develop the rubric with input from relevant groups and align it to any school system or state adoption requirements.
- Identify HQIM to review using a vetted list such as [EdReports](#) or a state-specific approved list.

Adoption team reviews, pilots, and selects the HQIM to purchase.

- Conduct the reviews and gather feedback.
- Pilot materials if permitted by state/school system rules.
- Finalize using rubric scores and input from the pilot process.
- Communicate the decision and rationale to all relevant groups.

Measuring the Strength of Your Implementation



Step 1: Choose a Starting Phase

Review the overview page for each phase, which highlights the key actions related to that phase. Take a moment to read through these actions to identify the phase that best aligns with where your team currently is in its implementation process. You don't need to score any criteria yet—simply select the phase where your team can meet about 50% of the key actions.

Step 2: Measure Your Implementation

Once you have identified your phase, use the success criteria for that phase and the red, yellow, and green boxes for the key actions to measure your progress within your phase.

If you met few to none of the criteria, mark that action as RED.

If you met some of the criteria, mark that action as YELLOW.

If you met most or all of the criteria, mark that action as GREEN.

For red and yellow actions, attend to the unchecked criteria. Once 75% of your actions are green, you can begin looking ahead to the next phase.




Want more support beyond this tool? Contact [Rivet](#).

PROGRAM INSTALLATION




Start here if you have already adopted HQIM.

Phase Focus: Teachers have access to HQIM; leaders establish or revise systems and structures for support.




SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

-  Purchase and distribute HQIM.
-  Communicate expectations for strong implementation.
-  Create the initial enabling conditions for strong implementation.

SCHOOL LEADERS & IMPLEMENTATION TEAM

-  Communicate and invest relevant groups in content-specific vision for instruction.
-  Communicate expectations for strong implementation aligned with the school system's expectations.
-  Create the initial enabling conditions for strong implementation.

TEACHERS

-  Open and organize materials.
-  Engage in professional learning to build their understanding of the HQIM and their connection to a vision for excellent and equitable instruction.
-  Prepare for shifts in instruction, unit and lesson preparation, and/or grading required by the new HQIM.

PROGRAM INSTALLATION

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

Purchase and distribute HQIM.

- Purchase all required materials and professional learning.
- Distribute and guide the organization of, and access to, new materials.
- Provide guidance on the removal of previous materials.
- Coordinate with school system teams to ensure all schools can manage deliveries and technology requirements, like rostering or bandwidth needs for digital resources.

Communicate expectations for strong implementation.

- Define roles, expectations, and support for the implementation team at each system level and meet regularly to review data and monitor implementation.
- Communicate to all relevant groups that:
 - HQIM should be used as designed, and implementation is the priority for the year.
 - Leaders and teachers use data from embedded assessments to pinpoint student learning strengths and areas of growth.
 - Teachers have regular grade-level or content team meetings to plan and internalize unit and lesson plans from the HQIM.

PROGRAM INSTALLATION

Create the initial enabling conditions for strong implementation.

- Create a process for soliciting questions or feedback from all relevant groups about the implementation of the HQIM.
- Create a cohesive, school system-wide professional learning plan for implementing the HQIM and communicate participation expectations.
- Identify or create a common tool for walkthroughs and observations aligned to the HQIM.
- Align school system policies and procedures, such as professional learning and instructional time, grading, unit and lesson preparation, and resource allocation, to the HQIM.

SCHOOL LEADERS & IMPLEMENTATION TEAM

Communicate and invest relevant groups in content-specific vision for instruction.

- Share the vision of excellent, equitable instruction and how it aligns with the HQIM with all relevant groups.
- Notify students and families of relevant material changes, leaving them excited and prepared for the upcoming year.
- Create a process for soliciting questions or feedback from the school community about the implementation of the HQIM.
- Participate in professional learning—with teachers or as a leadership team—to deepen understanding of the approach, design principles, content, instructional strategies, enabling conditions, and resources required to implement their HQIM successfully.

PROGRAM INSTALLATION

Communicate expectations for strong implementation aligned with the school system's expectations.

- Define roles and expectations for the school-based implementation team, including observation, coaching, feedback, and data analysis, and regularly meet to review implementation data and feedback.
- Communicate the expectation that:
 - HQIM should be used as designed, and implementation is the priority for the year.
 - Unit and lesson preparation and student work analysis occur within collaborative planning time or PLCs and independently.
 - Data from embedded assessments are regularly used to assess students' strengths and areas of growth.

Create the initial enabling conditions for strong implementation.

- Develop a school-specific professional learning plan to support implementation.
- Ensure teachers and specialists have required HQIM, removed previous ones, and have the appropriate credentials to access digital materials.
- Adjust schedules to include instructional, teacher preparation, and collaboration time consistent with the HQIM requirements.
- Align policies and procedures to the HQIM, such as grading and lesson preparation.

PROGRAM INSTALLATION

TEACHERS

Open and organize materials.

- Check materials to ensure all components are included and aligned to the correct grade level.
- Organize student materials for appropriate access during instruction.
- Remove previous materials from the classroom.
- Confirm access to the appropriate digital materials for students and themselves.

Engage in professional learning to build their understanding of the HQIM and their connection to a vision for excellent and equitable instruction.

- Build an understanding of the approach, design principles, content, instructional strategies, and routines.
- Navigate the program components, e.g., how they are organized and how teachers and students can access them.
- Participate in grade- or content-level meetings to internalize initial unit and lessons.
- Understand how the HQIM connect to a content-specific vision for excellent, equitable instruction.

Prepare for shifts in instruction, unit and lesson preparation, and/or grading required by the new materials.

- Adjust classroom routines and schedules to align with HQIM.
- Teach students to access the digital components of HQIM.
- Adjust lesson and unit preparation routines to align to HQIM.
- Adjust grading and assessment routines and policies to align to HQIM.

INITIAL IMPLEMENTATION

Phase Focus: Leaders set and monitor expectations for implementation; teachers use the materials as intended.

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM



Reinforce enabling conditions for strong implementation.



Establish routines and processes for monitoring and supporting implementation.

SCHOOL LEADERS & IMPLEMENTATION TEAM



Reinforce expectations for strong implementation.



Establish routines and processes for monitoring and supporting implementation.

TEACHERS



Use the HQIM as intended.



Improve implementation of HQIM through professional learning.

INITIAL IMPLEMENTATION

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

Reinforce enabling conditions for strong implementation.

- Execute a cohesive professional learning plan with a professional learning partner, including ongoing, job-embedded professional learning for teachers and leaders. Set the expectation for required participation.
- Reinforce protocols and expectations for unit and lesson preparation and professional learning (e.g., PLCs, coaching, and PL days).
- Communicate expectations for conducting walkthroughs and observations to provide feedback and coaching focused on implementation support, not evaluation. Co-observe classrooms with school leaders using a common tool to norm on observations and feedback.
- Protect time in the professional learning plan from being used for school system or school initiatives unrelated to implementation.

Establish routines and processes for monitoring and supporting implementation.

- Establish data collection tools and routines for classroom visits, student work, HQIM-based assessments, and teacher feedback to share with the implementation team.
- Collaborate with school leaders to identify schools and teachers who strongly implement the HQIM, showcasing their success stories and offering observation opportunities to other educators.
- Maintain funding for professional learning providers and replenish HQIM. Communicate funding expectations to school leaders and ensure sufficient budget allocation.
- Train school leaders to use a common tool aligned with the HQIM for walkthroughs and observations.

INITIAL IMPLEMENTATION

SCHOOL LEADERS & IMPLEMENTATION TEAM

Reinforce expectations for strong implementation.

- Execute a cohesive, school system-aligned professional learning plan and set the expectation for required participation.
- Deepen understanding of the HQIM approach, content, and strategies through regular participation in professional learning.
- Reinforce the expectations for using HQIM by addressing roadblocks and concerns.
- Ensure PLCs or collaborative planning time are primarily used to internalize units and lessons from the HQIM using a common protocol.

Establish routines and processes for monitoring and supporting implementation.

- Establish tools and routines for collecting and organizing information on HQIM implementation with the school team, including data from classroom visits, student work, assessments, and teacher feedback.
- Conduct regular teacher observations using a common instructional walkthrough tool aligned to the HQIM to provide feedback and gather implementation data.
- Highlight instances of effective implementation, sharing success stories and facilitating observation opportunities for other educators.
- Identify replenishment materials, such as teacher guides, student consumables, digital licenses, texts, and manipulatives, and confirm funding sources with school system leaders.

INITIAL IMPLEMENTATION

TEACHERS

Use the HQIM as intended.

- Stay true to the coherence and intentionality of the lesson and unit design, and do not modify materials to lead to ineffective or below-grade-level instruction.
- Use embedded supports for diverse learners.
- Use student work and data from embedded assessments to identify strengths and areas of growth in learning.
- Make connections in the HQIM to students' backgrounds and experiences to build a culturally relevant and inclusive classroom environment.

Improve implementation of HQIM through professional learning.

- Engage in professional learning (e.g., workshops, coaching, PLCs) to deepen understanding of the HQIM's approach, content, and instructional strategies and routines.
- Incorporate initial feedback and guidance on the implementation of HQIM into their practice.
- Rehearse regularly in grade-level or content teams the lessons or parts of lessons that may be tricky for students or teachers.
- Use a common, shared protocol to internalize and rehearse lessons and units in grade-level or content-specific groups.

CONSISTENT IMPLEMENTATION

Phase Focus: Leaders ensure HQIM are integrated into regular practices, policies, and procedures; teachers skillfully use HQIM.

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM



Maintain routines and processes for supporting and monitoring implementation to establish a culture of strong implementation and continuous improvement.



Shift oversight of HQIM implementation to school leaders.

SCHOOL LEADERS & IMPLEMENTATION TEAM



Support strong implementation.



Take ownership of HQIM implementation.

TEACHERS



Regularly engage in continuous improvement to advance their practice and implementation of the HQIM.



Consistently leverage the HQIM and embedded supports to help all students meet grade-level expectations.

CONSISTENT IMPLEMENTATION

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

Maintain routines and processes for supporting and monitoring implementation to establish a culture of strong implementation and continuous improvement.

- Create and execute a cohesive, school system-wide professional learning plan aligned to the HQIM and differentiated for experienced and new teachers and leaders. Set the expectation for required participation.
- Elevate success stories showing how the HQIM improve teaching and learning and demonstrate the school system's vision for excellent, equitable instruction.
- Collect, organize, and use data from embedded assessments to drive the school system-wide assessment strategy and implementation improvements. Student data begins to show improvement across all student subgroups.
- Allocate adequate budget for professional learning providers and replenish HQIM, such as teacher guides, student consumables, digital licenses, texts, and manipulatives.

Shift oversight of HQIM implementation to school leaders.

- Provide school leaders with consistent opportunities to collaborate, share, and learn from each other and school system leadership.
- Support school leaders in:
 - Analyzing student work and assessments.
 - Aligning evaluation tools and policies with HQIM.
 - Providing high-quality feedback through regular instructional walkthroughs.

CONSISTENT IMPLEMENTATION

SCHOOL LEADERS & IMPLEMENTATION TEAM

Support strong implementation.

- Create and execute a cohesive professional learning plan aligned to the HQIM and differentiated for experienced and new teachers. Set the expectation for required participation.
- Provide teachers with feedback and opportunities for both group and individual reflection focused on the use of the HQIM to meet diverse student needs.
- Identify materials requiring replenishment, such as teacher guides, student consumables, digital licenses, texts, and manipulatives, confirming funding sources and allocating school budget accordingly.
- Use walkthrough and evaluation tools to provide explicit feedback to teachers about their implementation of the HQIM.

Take ownership of HQIM implementation.

- Routinely use student work and embedded assessment data to monitor progress. Student data begins to show improvement across all student subgroups.
- Highlight implementation successes to build investment in the HQIM and demonstrate progress across all student subgroups.
- Provide professional learning and feedback to potential teacher leaders or coaches to support their ability to lead aspects of HQIM implementation.
- Begin transitioning the facilitation and ownership of unit and lesson preparation, learning, and collaborative structures to teacher leaders.

CONSISTENT IMPLEMENTATION

TEACHERS

Regularly engage in continuous improvement to advance their practice and implementation of the HQIM.

- Skillfully implement the HQIM by making smart adjustments that maintain its integrity while meeting student needs.
- Continue to incorporate feedback from school leaders to improve lesson delivery.
- Continue to engage in ongoing professional learning (e.g., workshops, coaching, PLCs) to deepen understanding of the approach, content, and strategies of HQIM.
- Begin to take ownership of collaborative planning and feedback cycles to drive improvement and provide grade-level instruction to all students.

Consistently leverage the HQIM and embedded supports to help all students meet grade-level expectations.

- Regularly analyze student work and embedded assessments to identify student needs.
- Purposefully plan scaffolds and support, utilizing resources in the HQIM to ensure students have consistent access to grade-level instruction.
- Build a culturally relevant and inclusive classroom by purposefully planning connections in the HQIM to students' backgrounds and experiences.
- Student data begins to show improvement across all student subgroups.

INNOVATION & SUSTAINABILITY

Phase Focus: Instructional staff facilitates and supports teachers in making smart adaptations to the HQIM so all students can access grade-appropriate content based on their needs and performance.

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

- Maintain a culture of continuous improvement.
- Maintain strong implementation.

SCHOOL LEADERS & IMPLEMENTATION TEAM

- Maintain strong implementation.
- Shift leadership of HQIM to teacher leaders and/or instructional coaches.

TEACHERS

- Take ownership of HQIM implementation in their school.
- Confidently and skillfully leverage the HQIM and embedded supports to help all students meet grade-level expectations.

INNOVATION & SUSTAINABILITY

SCHOOL SYSTEM LEADERS & IMPLEMENTATION TEAM

Maintain a culture of continuous improvement.

- Communicate the continued importance of HQIM as the central component of core instruction amid other school system initiatives.
- Monitor student performance, especially subgroup data, to ensure progress toward grade-level mastery and to adjust academic and professional learning plans.
- Spotlight success stories, especially those related to student achievement gains.
- Continue to provide feedback on implementation to teachers and school leaders when conducting walkthroughs.

Maintain strong implementation.

- Ensure that school budgets and staffing models include personnel with deep HQIM expertise to provide continued professional learning and support new and experienced teachers.
- Continue to allocate adequate funds to replenish HQIM, such as teacher guides, student consumables, digital licenses, texts, and manipulatives.
- Provide school system-wide onboarding on the HQIM to new teachers and leaders.
- Ensure any new school system initiatives are coherent with HQIM implementation.

INNOVATION & SUSTAINABILITY

SCHOOL LEADERS & IMPLEMENTATION TEAM

Maintain strong implementation.

- Ensure school schedules allow ample time for teacher collaboration, specifically for adjusting HQIM to meet student needs.
- Continue to use walkthrough and evaluation protocols aligned to the HQIM to provide teacher feedback.
- Facilitate ongoing coaching opportunities for teachers with instructional coaches on HQIM implementation.
- Identify materials requiring replenishment, such as teacher guides, student consumables, digital licenses, texts, and manipulatives, confirming funding sources and allocating school budget accordingly.

Shift leadership of HQIM to teacher leaders and/or instructional coaches.

- Communicate the purpose and role of teacher leaders and/or instructional coaches with the school community.
- Provide teacher and/or instructional coach leaders adequate time and compensation to account for additional responsibilities.
- Communicate clear requirements for becoming a teacher leader and/or instructional coach (e.g., skills, knowledge, and experience required).
- Provide professional learning and feedback to teachers interested in the teacher leader or instructional coach role (e.g., skills, knowledge, and experience required).

INNOVATION & SUSTAINABILITY

TEACHERS

Take ownership of HQIM implementation in their school.

- Consistently co-plan or co-lead grade-level or content teams to plan lessons and units, focusing on meeting the needs of all students.
- Participate in and conduct formal and informal observations and feedback sessions with colleagues.
- Communicate the academic vision and belief that all students can be successful with rigorous, grade-level work.
- Support the onboarding of new staff by providing guidance on the HQIM and lessons learned from initial implementation.

Confidently and skillfully leverage the HQIM and embedded supports to help all students meet grade-level expectations.

- Continue to routinely analyze student work and assessment data to determine student needs.
- Continue to purposefully plan scaffolds and supports, leveraging embedded resources in HQIM to ensure access to grade-level content.
- Student data consistently shows mastery of grade-level content across all student subgroups.
- Continue to purposefully plan connections to students' backgrounds and experiences to maintain a culturally responsive and inclusive classroom environment.

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implementation?**

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info@riveteducation.org

