

**2012 ACTFL Teacher of the Year
Selection Procedures for
The Central States Conference on the Teaching of Foreign Languages
(CSCTFL)**

The following documents and procedures were developed with the input of ACTFL Teacher of the Year Candidates, their nominators, the evaluation panel, as well as regional representatives of the ACTFL Executive Council.

Instructions to the Candidate

As your state's nominee for the regional Teacher of the Year Award, you are participating in a project designed by the New Visions in Action Task Force on Teacher Recruitment and Retention. This annual award process is conducted at the regional level, with regional winners competing at the national level to be named by ACTFL as the National ACTFL Teacher of the Year.

The following is a statement by the New Visions in Action Task Force on Teacher Recruitment and Retention which defines the goals of the Teacher of the Year Project:

“The proposal to establish a national award for Foreign Language Teacher of the Year is intended to elevate the status of our professional at the state, regional, and national levels by creating opportunities for recognizing the most accomplished members of our profession. First and foremost, this proposal is designed to involve all of our state, regional and national organizations in promoting our profession. Second, it is intended to create as many media opportunities as possible to increase the visibility of the importance of learning languages and cultures to the general public.”

The following pages provide you with a checklist of items you are to submit to your regional Teacher of the Year committee, the selection criteria, and the evaluation rubric that will be used in evaluating your submission.

Email completed portfolio (or upload with video as per instructions below) to

**Lori Winne, Chair
CSCTFL Awards Committee
lwinne@frontier.com.**

ALL DOCUMENTS MUST BE SUBMITTED NO LATER THAN **DECEMBER 1, 2011.**

CSCTFL Teacher of the Year

This national award is intended to elevate the status of our profession at the state,

regional, and national levels by creating opportunities for recognizing the most accomplished members of our profession.

We hope that each state in the CSCTFL region will participate in the selection of a CSCTFL Teacher of the Year by nominating a teacher. Our regional winner will compete at the national level with one teacher being named by ACTFL as the National Foreign Language Teacher of the Year.

ACTFL has finalized the process of submission criteria. All regional winners will be required to submit a portfolio of no more than 50 pages that shows evidence of quality instruction. CSCTFL has chosen to use the same portfolio in order to select our Teacher of the Year. A list of materials needed in this portfolio is included as a checklist below on this page. Evidence of quality teaching will be determined from letters of recommendation, samples of student work, written reflection on classroom competency, etc. Applicants must be a current member of ACTFL.

The documentation and the evaluation rubrics that will be used to score the documents are posted on The Year of Languages web site at:

<<http://www.actfl.org/i4a/pages/index.cfm?pageid=3500>>

Remember the deadline for submission to CSCTFL is **December 1, 2011**. For more information contact Lori Winne, CSCTFL Awards Committee Chair at lwinne@frontier.com.

Note: Attendance at past Central States Conferences and/or participation on the Central States Board or committees should be noted on your curriculum vitae. Although this is no longer required, it will be considered in the ratings and will be advantageous to your application.

Suggestion: It would be helpful to the committee if all materials could be compiled into one single document with numbered pages and your name on each page.

Timeline

September 2011

Dissemination of selection materials to CSCTFL member states

October 15, 2011

State selection of Teacher of Year

December 1, 2011

Deadline for entries to CSC Awards Committee

March 9, 2012

Awards Ceremony

Introduction of State Teacher of the Year recipients

Announcement of CSCTFL Regional Teacher of the Year

Submission Checklist

The candidate will submit *electronically* no more than (50) pages single-sided in size twelve (12) font that includes the following documents. This material, in turn, will be submitted to ACTFL, if the candidate is selected as the Regional Teacher of the Year.

- Letter of Nomination submitted by representative of state organization
- Letter of Recommendation from professional colleague
- Letter of Recommendation from a supervisor
- Letter of Recommendation from a parent or student
- Comprehensive *Curriculum Vitae* of no more than five pages (Attendance at past Central States Conferences and/or participation on the Central States Board or committees should be noted here)
- Samples of student work (and appropriate parental release forms)
- Evidence of student cultural exposure both in and beyond the classroom
- Brief reflection statements as outlined in the Classroom Competency section of the Selection Criteria
- Your 500-word first person statement on the value of learning language and culture
- Five minute teaching video of your work in an actual classroom* (you will be required to upload this video; see instructions below)
- Other documents of your choice to address the areas of Classroom Competency and Professional Involvement areas of the Selection Criteria
- A one-page Contact Information Sheet (names and addresses of administrators, local press, professional affiliations, etc.) to be used by the committee to notify those you have selected of your accomplishments
- A statement of your willingness to act as an ambassador for foreign languages over the course of the year should you be selected as the ACTFL National

Foreign Language Teacher of the Year

*Instructions for uploading documents and video:

Go to me.com/idisk

user name is barbiesa

password is moliere1

click on the Public folder

click on the Central States Awards Committee folder

click on the Teacher of the Year folder

click on the folder with your name on it (or create one yourself)

click on the UP arrow (top of the page) and upload your documents and video

Duties of Regional Teacher of the Year

1. The CSCTFL Regional Teacher of the year may present a session at the following year's Central States Conference providing guidance on how to submit a Teacher of the Year portfolio. (The Regional Teacher of the Year will receive a \$500 stipend to help defray costs of preparing and presenting the session.)
2. The CSCTFL Regional Teacher of the Year will be recognized at the conference's Awards Ceremony.
3. The CSCTFL Regional Teacher of the Year will attend the November ACTFL conference, representing CSCTFL in the National Teacher of the Year competition.
4. The CSCTFL Regional Teacher of the Year may make himself/herself available to attend, address or present at state and/or local conferences throughout our seventeen-state region. Arrangements and funding for the Teacher of the Year's attendance at state and local events will be conducted directly between the Teacher of the Year and the sponsoring organization.
5. The CSCTFL Regional Teacher of the Year may participate in any number of publicity/advocacy events to create as many media opportunities as possible to increase the visibility of the importance of learning languages and cultures to the general public.

(The duties of the CSCTFL Regional Teacher of the Year as delineated above may be superseded by the duties of the National Teacher of the Year should the CSCTFL candidate be named to that position.)