

**2018 ACTFL Teacher of the Year
Selection Procedures for
The Central States Conference on the Teaching of Foreign Languages
(CSCTFL)**

Procedures

PURPOSE OF THE AWARD:

The award for the National Language Teacher of the Year is intended to elevate the status and the public profile of the language profession at the state, regional, and national levels by creating opportunities to recognize accomplished members of our profession. First and foremost, this process is designed to involve all of our state, regional, and national organizations in promoting the language teaching profession. Second, it is intended to create as many media opportunities as possible to increase the visibility and importance of language learning with the media, policymakers, and the general public. The award also recognizes best practices and excellence in the teaching and learning of languages. All regional finalists are featured in the ACTFL Language Teacher Hall of Fame, located on the ACTFL website at www.actfl.org.

CSCTFL Teacher of the Year

We hope that each state in the CSCTFL region (*AR, IL, IN, IA, KS, KY, MI, MN, MO, NE, ND, OH, SD, and WI*) 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.

All regional winners will be required to submit electronically a portfolio of no more than 30 pages that shows evidence of quality instruction. CSCTFL has chosen to use ACTFL's recommended regional portfolio in order to select our Teacher of the Year. A list of materials needed in this portfolio is included as a checklist below. Evidence of quality teaching will be determined from letters of recommendation, samples of student work, written reflection on classroom competency, etc.

All candidates are advised to view the [revised guidelines](#) for the application, documentation and the evaluation rubrics that will be used to score the documents. All are posted on [The ACTFL Teacher of the Year](#) web site.

The deadline for the state organization's president to submit the state nominee with his/her nomination letter to CSCTFL is December 15,

2017. The state must be a member of the Advisory Council. The complete Teacher of the Year portfolio is due January 1, 2018. Candidates will email Martha Halemba, halembacsctfl@gmail.com to notify her that the portfolio is complete and she will grant access to the CSCTFL Awards Google Drive where the portfolio will be uploaded. For more information contact Martha Halemba, CSCTFL Awards Committee Chair at halembacsctfl@gmail.com

All materials should be compiled into one single document with numbered pages and the candidate's name on each page.

Timeline

September 2017

Dissemination of selection materials to CSCTFL member states

Fall 2017

State selection of Teacher of Year

December 15, 2017

Deadline for entries of State TOY via email from State organization's President to CSCTFL Awards Committee. State organization must be a member of the Advisory Council.

January 1, 2018

State Teacher of the Year candidates' portfolios due to CSCTFL Awards Committee

March 8, 2018

Interview of TOY candidates

March 9, 2018

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 (30) 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.

Once the state association has selected its candidate who will move forward to the regional level, the state association ensures that its candidate submits the portfolio with all the required items (1-6) listed in the State Level Procedure:

1. One-page letter of recommendation from a supervisor
2. One-page letter of recommendation from a current student

3. One-page letter of recommendation from a current or former parent or student
4. *Curriculum Vitae* of no more than five (5) pages. Attendance at past Central States Conferences and/or participation on the Central States Board or committees should be noted here.
5. Five-hundred-word (500) first-person statement on the value of learning languages and developing cultural competence for all learners.
6. A [Commitment Form](#) which is statement of your willingness to participate in all required activities associated with the award including:
 - a. A commitment to attend the ACTFL Annual Convention (hotel, registration, and transportation are paid by ACTFL); and if selected as the regional winner,
 - b. Willingness to serve as a spokesperson for the profession, based on availability.

AND, IN ADDITION, INCLUDES THE FOLLOWING FOR REGIONAL COMPETITION (7-14):

7. [Nomination Cover Page](#) available on ACTFL website completed by an officer of the state language association.
8. A head shot photo in JPEG format.
9. Examples of Student Work (two individual examples, one page and one-sided only) that reflect the goals of the World Readiness Standards for Learning Languages (5C's). These can be written examples or in a digital format.
10. Reflection on the student work not to exceed 4 pages (Size 12 font, double-spaced) total for both examples that provides a written reflection about these student examples and how they
 - a. demonstrate current best practices of language teaching and learning, including the integration of the World Readiness Standards for Learning Languages (5 C's);
 - b. Encourage the proficient use of the target language by the teacher and students;
 - c. Provide effective use of feedback, including but not limited to rubrics.
11. Professional involvement documentation examples,(including but not limited to certificates, newspaper articles, letters, links to videos,) (not to exceed 4 pages)
 - a. demonstrates professional growth and involvement in professional organizations;
 - b. provides evidence of a variety of leadership experiences, including advocacy.
12. Reflection on Professional involvement documentation (not to exceed 3 pages) that
 - a. describes and analyzes the significance and impact on you as a teacher;
 - b. describes and analyzes the significance and impact on student learning and on language learning in your school and/or district or state.
13. 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.

14. A face to face interview scheduled Thursday afternoon, March 8, 2018.

PREPARING FOR THE INTERVIEW AT THE CONFERENCE:

All portfolios will be made available electronically to the full selection committee. Portfolios will be carefully reviewed by the committee, who will conduct interviews on-site at the Conference. This year, state nominees will be interviewed at the 2018 CSCTFL Conference in Milwaukee in the afternoon of Thursday, March 8, 2018. Because the ACTFL Teacher of the Year is not only a great teacher but also a spokesperson for our profession, the interview is an essential part of the selection process.

As part of the interview, the candidates will:

- answer 5-6 questions from the selection committee, covering such topics as: culture/standards in the classroom, professional involvement, leadership experience, and/or challenges and successes in world language teaching
- give the first 2 minutes of a ten minute mock speech or mock press conference to a civic group on an issue of your choice regarding current interest in national foreign language policy. Because candidates may not rely on notes during this speech presentation, it is a good idea to have rehearsed (though not necessarily memorized) your speech before your interview.

AFTER THE INTERVIEW:

The 2018 CSCTFL Teacher of the Year will be named during the Awards and Keynote Presentation on Friday, March 9, 2018. CSCTFL Teacher of the Year will go on to represent our region at the ACTFL Conference in New Orleans, LA, November 16-18, 2018. ACTFL covers all conference related costs for the regional nominees.

Duties of Regional Teacher of the Year

1. The CSCTFL Regional Teacher of the Year will be recognized at the conference's Awards Ceremony.
2. The CSCTFL Regional Teacher of the Year will attend the November ACTFL conference, representing CSCTFL in the National Teacher of the Year competition.
3. 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 fourteen-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.

4. 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.)