



**MARYLAND FOREIGN LANGUAGE ASSOCIATION  
2019 MARYLAND LANGUAGE TEACHER OF THE YEAR**

**NOMINATION FORM**

Maryland Foreign Language Association (MFLA) is proud to announce the Maryland Language Teacher of the Year competition. The Maryland recipient will compete at the Northeast Conference on the Teaching of Foreign Languages (NECTFL) in February 2020 for the Regional Language Teacher of the Year. The American Council on the Teaching of Foreign Languages (ACTFL) will then choose a finalist to be named the National Language Teacher of the Year at their annual conference in November of 2020.

The award has been developed to honor the field of language teaching and elevate the status of our profession at the state, regional, and national levels. It also offers opportunities to highlight the importance of becoming proficient in other languages and cultures.

**APPLICATION PROCESS:**

Each year, the road to becoming the National Language Teacher of the Year begins at the state level with the state language organization's selection of a top candidate each year whose application is then submitted to the regional level. The finalist for each of the five regions then competes at the national level. The process outlined within this document is designed to facilitate the development of the portfolio used in the evaluation process by requiring certain items at each level of competition leading toward the complete portfolio required at the national level. This process is intended to incrementally add the required elements of the portfolio at each level and to assist candidates with building a portfolio that best represents their teaching accomplishments and ability to represent their profession. ACTFL will supply the forms and samples needed so that candidates understand what is required at each level. In addition, there is a detailed explanation of all portfolio items on the ACTFL website at [www.actfl.org](http://www.actfl.org).

**Nominee Requirements for the MFLA Language Teacher of the Year – Phase I**

1. The recipient must be willing to meet all of the criteria and to fulfill all of the duties described throughout this document.

\_\_\_\_\_ Be a 2018-19 member of MFLA. **Please note that the nomination will not be reviewed if the nominee is not a member of MFLA by the date of submission.** Nominees can visit <http://mflamd.org/> to become members or contact [MFLAawards@gmail.com](mailto:MFLAawards@gmail.com) if they are not sure of their membership status.

\_\_\_\_\_ Agree to maintain his/her status as an active member of MFLA for the 2019-2020 school year.

\_\_\_\_\_ Be a full-time language teacher who spends at least 50% of his or her time in direct teaching during the year of application with an expectation of teaching for

at least two additional years.

2. The nominee must submit the following\*:

\_\_\_\_\_ One-page letter of recommendation from a **supervisor**

\_\_\_\_\_ One-page letter of recommendation from a **current student**

\_\_\_\_\_ One-page letter of recommendation from a **current or former parent OR former student**

(Please do not submit more than a total of three letters. Only three will be considered.)

\_\_\_\_\_ *Curriculum Vitae* of no more than five (5) pages

\_\_\_\_\_ **Five-hundred word personal statement** on the value of learning languages and developing cultural competence for all learners

\_\_\_\_\_ **Commitment form** completed (available on the ACTFL website at [www.actfl.org](http://www.actfl.org)) which is a statement of willingness to participate in all required activities associated with the award including:

- a. A commitment to attend the NECTFL Annual Conference (MFLA will provide a stipend to assist with some of the NECTFL expenses); and if selected as the regional winner,
- b. A willingness to serve as a spokesperson for the profession, based on availability.

\*These requirements are part of the portfolio criteria at the regional and national levels. Please consider this, therefore, when requesting letters of recommendation.

## **MFLA PROCEDURES**

1. Nominees will submit the required documents as stated in the MFLA Nominee Requirements by **April 12, 2019** to: [MFLAawards@gmail.com](mailto:MFLAawards@gmail.com)
2. Nominees failing to meet the deadlines or requirements will be disqualified.
3. The Awards Committee will interview those who reach the second round of the application process in the afternoon/evening hours of a weekday in early May **2019**. Candidates will be notified of the specific day at the end of the first round of the application process. Formal times will be assigned the week prior.
4. The winner will receive a packet containing portfolio requirements and timeline for phase II of the National Language Teacher of the Year competition. The recipient must submit all required materials by January 1, 2020 to NECTFL ([www.nectfl.org](http://www.nectfl.org)).

The application requirements at the regional and national levels are listed below for your reference:

## **REGIONAL LEVEL**

### **Nominee Requirements for the NECTFL Language Teacher of the Year – Phase II**

1. Nomination Cover Page (available on ACTFL website at [www.actfl.org](http://www.actfl.org)) completed by an officer of the state language association.
  2. Examples of Student Work (two individual examples, limited to one page each and one-sided) that reflect the goals of the World Readiness Standards for Learning Languages (5C's). These examples may be written or may be in a digital format.
  3. 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 both teacher and students;
    - c. Provide the effective use of feedback, including but not limited to rubrics.
  4. An interview process designed individually by each regional organization. It is recommended that a three-five minute practice policy speech also occur either on site at the regional conference or through electronic means. (No documentation regarding this interview is required in the portfolio submitted at the national level.)
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## **NATIONAL LEVEL**

The regional finalist will submit a portfolio for review by the national awards committee to ACTFL headquarters by the 2020 ACTFL deadline. The final portfolio includes all of the items suggested at the state and regional level with the addition of the following

**REQUIRED** items:

1. **Classroom Video** (a brief clear and concise snapshot from a unit that must include the teacher and must show teacher interacting with students in the target language) that is a continuous, non-edited 20 minute segment of a lesson in the actual classroom setting that
  - Demonstrates the effective use of the target language both by the teacher and the students;
  - Demonstrates a variety of instructional strategies that enhance the effectiveness of the lesson;
  - Is filmed during the current academic year;
  - Is not professionally produced
2. **Reflection on Classroom Video** (a brief snapshot from a unit) (up to 4 pages) that
  - Describes the learning goals and targets of the lesson;
  - Provides details about the activities and how these activities impacted student learning;
  - Provides evidence of interpretive, interpersonal and presentational elements in that unit;

- Reflects on the effectiveness of the lesson, including the use of the target language in the video, as well as the next steps in the lesson.
3. **Response to Questions:** Provide written reflections, not to exceed two (2) pages for each question (total 4 pages maximum), responding to these two questions:
    - How do you engage and encourage students in language-related and culture-related activities beyond the classroom?
    - How do the samples of student work and the content of the classroom video reflect the teacher's personal statement on the value of learning languages and developing cultural competence for all learners?
  4. **Professional involvement documentation examples**, (including but not limited to certificates, newspaper articles, letters, links to videos,) (not to exceed 4 pages)
    - Demonstrates professional growth and involvement in professional organizations;
    - Provides evidence of a variety of leadership experiences, including advocacy.
  5. **Reflection on Professional involvement documentation** (not to exceed 3 pages) that
    - Describes and analyzes the significance and impact on you as a teacher;
    - Describes and analyzes the significance and impact on student learning and on language learning in your school and/or district or state.

**Also included in the portfolio:** (Located on ACTFL site)

1. **Nomination Cover Page** (available on the ACTFL website at [www.actfl.org](http://www.actfl.org)) completed by an officer of the regional language association.
2. **A one-page Contact Information Sheet** containing names and addresses to notify the appropriate parties of the candidate's selection (available on the ACTFL website at [www.actfl.org](http://www.actfl.org).)
3. A **professional photograph** in electronic format.

**Online submitted portfolio is not to exceed 30 pages. The required forms and photograph are not included in the page count.**

ACTFL reserves the right to copy and use any of the portfolio contents for promotion of the award or for professional development.