

2023 ACTFL National Language Teacher of the Year Portfolio Checklist

NAME OF FINALIST:

REGION: CSCTFL NECTFL PNCFL SCOLT SWCOLT

NOTE: Except for the *Curriculum Vitae*, all documents submitted should follow these specifications:

Times New Roman font, size 12, and double-spaced. Each file MUST be saved and uploaded using the following format: "Last Name_Document Title_2022" (ex. Doe_Reflection on professional involvement_2022) The entire portfolio (including the CV) should not exceed 30 pages.

- Nomination cover page** – should be completed by regional organization
- Letters of Recommendation**
 - Professional Supervisor (not to exceed one page)
 - Student (not to exceed one page)
 - Current or former parent or student (not to exceed one page)
- Curriculum Vitae** – not to exceed five (5) pages
- Personal statement** on the value of language learning– 500-word personal statement on the value of learning languages and developing cultural competence for all learners
- Documentation of professional involvement:** Professional involvement documentation examples to include, but not limited to, certificates, newspaper articles, letters, and links to video (documentation should not exceed four (4) pages).
 - Demonstrates professional growth and involvement in professional organizations;
 - Provides evidence of a variety of leadership experiences, including advocacy.
- Reflection on professional involvement documentation:** Not to exceed three (3) pages. Reflection should:
 - Describe and analyze significance and impact on you as a teacher;
 - Describe and analyze the significance and impact on student learning and on language learning in your school and/or district or state.
- YouTube link to classroom video:** 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 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 school year in which the initial application is made;
 - Is not professionally produced.

Acceptable File extensions: ZIP, TXT, RTF, HTML, ODF, PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX and XML.

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- Reflection on classroom video** (*not to exceed 3 pages*): Brief, clear, and concise snapshot from a unit 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 in the video, including the use of the target language, as well as the next steps.

 - Examples of student work** (2 individual examples)

 - Reflection on student work** – maximum of four (4) pages providing a written reflection about these two student examples and how they:
 - Demonstrate current best practices of language teaching and learning to include the integration of the World-Readiness Standards for Learning Languages (5 Cs);
 - Encourages the appropriate proficiency level use of the target language by the teacher and by the students;
 - Provides the effective use of feedback including, but not limited to, rubrics.

 - Response to questions** (each question can have a response of up to two (2) pages):
 - How does the teacher engage and encourage students in language and cultural-related activities beyond the classroom, including strategies that are appropriate for students at different levels of instruction?
 - 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 culture for all learners?

 - Headshot**

 - Sign TOY Commitment Form**