

ACTFL National Language Teacher of the Year Portfolio Checklist

NAME OF FINALIST:

REGION: CSC NECTFL PNCFL SCOLT SWCOLT

Each file MUST be saved and uploaded using the following format: "Last Name_Document Title_YEAR" (ex. Doe_ReflectionProfessionalInvolvement_2023) The entire portfolio (including the CV) should not exceed 30 pages.

- Nomination cover page** – completed by regional organization
- Letters of Recommendation**
 - Professional Supervisor (not to exceed one page)
 - Colleague (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 include certificates, newspaper articles, letters, and links to video (documentation should not exceed 1,800 words or 4 pages).
 - Demonstrates professional growth and involvement in professional organizations;
 - Provides evidence of various leadership experiences, including advocacy.
- Reflection on professional involvement documentation:** Not to exceed 1,350 words. 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.
- Reflection on classroom video** (not to exceed 1,350 words): 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 lesson's effectiveness in the video, including the use of target language, and the next steps.
- Examples of student work** (2 individual examples)

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- Reflection on student work** – maximum of 1,800 words 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 effective feedback use including, but not limited to, rubrics.
 - Response to questions** (each question can have a response of up to 900 words):
 - 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**
 - Signed TOY Commitment Form**