



**MARYLAND FOREIGN LANGUAGE ASSOCIATION  
2013 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 the spring of 2013 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 2013 in Orlando, Florida.

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 increase the visibility of the importance of learning languages and cultures to the general public.

**PROCESS OF APPLICATION:**

The National Language Teacher of the Year process begins at the state level with the state language organizations selecting 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 at each level 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 to encourage broad participation while having sufficient evidence from candidates of their teaching accomplishments and ability to represent the language 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 the portfolio items on the ACTFL website at [www.actfl.org](http://www.actfl.org).

## STATE LEVEL

### 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 2011 - 12 member of MFLA

\_\_\_\_\_ 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:\*

\_\_\_\_\_ Letter of nomination from self, supervisor or professional colleague

\_\_\_\_\_ Letter of recommendation from a professional colleague

\_\_\_\_\_ Letter of recommendation from a supervisor (district coordinator, principal, assistant principal, or department chairperson)

\_\_\_\_\_ Letter of recommendation from a current or former parent of a student in the teacher's program or from a current or former student

\_\_\_\_\_ *Curriculum vitae* of no more than five pages in length

\_\_\_\_\_ 500-word first-person statement on the value of learning a language and culture

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

- A commitment to attend the respective regional conference;
- If selected as the regional winner, a commitment to attend the ACTFL Annual Conference (hotel, registration, and transportation are paid by ACTFL); and
- A willingness to serve as a spokesperson for the profession based on availability.

\* These requirements are part of the portfolio requirements at the regional and national levels. Therefore, this should be taken into account when requesting letters of recommendation.

### MFLA Procedures

1. Nominees will submit the required documents as stated in the MFLA Nominee Requirements by April 25, 2012 to:

**Deborah McGee Mifflin**, 9414 St. Andrews Way, Silver Spring, MD 20901

2. Nominees failing to meet the deadlines or requirements will be disqualified.
3. Nominees will be notified by June 30, 2012. Those reaching the second round of the application process will be interviewed by the Awards Committee. A maximum of three semi-finalists will be named and will formally be recognized at MFLA's fall banquet in October 2012. The semi-finalists will attend the banquet as the guests of MFLA and the 2013 Maryland Language Teacher of the Year will be honored at that time.
4. The finalist will receive a packet containing portfolio requirements and timeline for the next phase of the National Language Teacher of the Year competition. The recipient must submit all required materials by January 2013 to NECTFL ([www.nectfl.org](http://www.nectfl.org)).

## **REGIONAL LEVEL**

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

1. Nomination Cover Page (available on the ACTFL website at [www.actfl.org](http://www.actfl.org)) completed by an officer of MFLA
2. Examples of Student Work (up to five individual examples, one page and one-sided only) that reflect the goals of the National Standards for Foreign Language Learning.
3. Reflective Commentary (not to exceed five pages total) that describes how the student work examples are representative of the following:
  - a. The connection between the student work and how the nominee addresses the national standards in the classroom;
  - b. The connection between the student work and how the nominee uses and promotes target language communication in the classroom;
  - c. How the student work examples demonstrate differentiation of instruction and/or assessment to meet the needs of all learners;
  - d. How the chosen examples demonstrate how the nominee integrates culture into instruction and/or assessment; and
  - e. The type of feedback provided to students on this work.
4. An interview process.

The NECTFL Language Teacher of the Year will be formally recognized at the 2013 spring conference.

## **NATIONAL LEVEL**

The regional finalist will submit a portfolio for review by the national awards committee to ACTFL headquarters by May 31, 2013. The final portfolio (not to exceed 50 pages, one-sided only) includes all of the items required above with the addition of the following:

1. Nomination Cover Page (available on the ACTFL website at [www.actfl.org](http://www.actfl.org)) completed by an officer of the regional organization.
2. Detailed lesson plan and a 20 – 30 minute continuous, unedited video segment of that lesson plan being used in an actual classroom setting that demonstrates target language communication and a variety of instructional strategies.
3. Written reflections on the following topics, not to exceed two pages each:
  - a. How do you engage students in cultural activities beyond the classroom, including strategies that are appropriate for students at different levels of instruction?
  - b. How do the samples of student work and the content of the classroom video reflect your personal statement on the value of learning language and culture?
4. Documentation to demonstrate the nominee's professional growth, active involvement in professional organizations, and a variety of professional leadership experiences
5. 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))
6. Face-to-face interview at the ACTFL Annual Conference in Philadelphia, Pennsylvania (travel expenses paid by ACTFL)