

# SWCOLT 2024 Teacher of the Year Candidates' Manual



**This document is a guide to submitting documents for State Teachers of the Year to the SWCOLT TOY committee. Please download for future reference. Thank you for participating, and for your contributions to the profession.**

## **SWCOLT TOY candidate requirements:**

- ✓ Full-time World Language teacher
- ✓ Planning to teach for at least another two years
- ✓ Mostly teach World Language(s)

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## **Section I - Deadlines and Timeline**

### **September 2023 – December 2023**

State Selection of Teacher of the Year (TOY)

Selection of SWCOLT TOY evaluation panel (various states, levels, languages)

### **November 1, 2023**

Names of state Teachers of the Year (SWCOLT TOY candidates) due via email to SWCOLT TOY chairperson

### **January 1, 2024**

SWCOLT TOY candidate portfolios due (uploaded to folders provided by SWCOLT TOY committee chair)

### **January 2, 2024– February 22, 2024**

Evaluation of Teacher of the Year candidate portfolios by evaluation panel (judges selected from a mix of states, languages, and levels)

### **February 23, 2024– SWCOLT Conference**

TOY Interviews, in person at the SWCOLT conference (traditionally held on Thursday)

### **March - May 2024**

Selected Candidate (SWCOLT Regional Teacher of the Year) prepares portfolio for submission to ACTFL, including 20-minute classroom video; prepares for November ACTFL interview

### **June 2024**

SWCOLT Teacher of the Year submits ACTFL Portfolio and 20-minute classroom video for the national Teacher of the Year selection

### **November, 2024**

SWCOLT Teacher of the Year goes forward to the Competition for ACTFL National Language Teacher of the Year at the ACTFL Conference

## Section II - Checklist

### SWCOLT Teacher of the Year Document Checklist\*

Name of Finalist: \_\_\_\_\_

#### State:

- Arizona  California  Colorado  Hawaii  New Mexico  Nevada  Oklahoma  Texas  Utah
- State nomination page:** nomination completed by state organization
- SWCOLT commitment page:** signed and completed
- ACTFL commitment page:** signed and completed
- One-page letters of recommendation** from:
  - Supervisor
  - Colleague
  - Current or former parent or student
- 20- to 30-second video:** self-introduction (for presentation of the TOY candidates--not part of the evaluation)
- Curriculum Vitae:** not to exceed five (5) pages
- Personal statement:** 500-word personal statement on the value of learning languages and developing cultural competence for all learners
- Student work:** two (2) individual examples of student work.
- Reflection on the student work:** maximum of four (4) pages providing a written reflection about the two individual 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 C's);
  - Encourage the appropriate proficiency level use of target language by the teacher and by the students;
  - Provide 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:
  - Question 1: How does the teacher engage and encourage students in language related and culture related activities beyond the classroom?
  - Question 2: How do the samples of student work reflect the teacher's personal statement on the value of learning languages and culture for all learners?
- Documentation of professional involvement:** documentation of professional involvement referred to in the reflection on professional involvement section. Documentation may include, but is not limited to, certificates, newspaper articles, letters, and links to videos. Said documentation should not exceed four (4) pages and will:
  - Demonstrate professional growth and involvement in professional organizations.
  - Provide evidence of a variety of leadership experiences, including advocacy.
- Reflection on professional involvement documentation:** reflection should not exceed three (3) pages:
  - 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.

\*Except for the CV, please format as follows: Times New Roman, size 12 font, double-spaced. Each file should be saved and uploaded as: "Last Name\_Document Title\_ Year" (ex. **Doe\_Reflection on professional involvement\_2024**—please use the year of the conference at which the TOY will be announced) The entire portfolio (including the CV) should not exceed 30 pages.

## Section III - Documentation and Requirements

**Documentation:** All documentation should be uploaded by **January 1, 2024** to a Google Folder provided to you by TOY Program Chair. Within said folder will be four subfolders:

- Subfolder 1 – Photo; short bio.; personal statement; CV; recommendations; video or audio clip
- Subfolder 2 - Student Work and Written Reflections on Student Work
- Subfolder 3 - Documentation of Professional Involvement
- Subfolder 4 - Nomination and Commitment Forms

### Requirements:

1. **Upload:** You will upload all documents to a Google folder provided to you by the TOY Committee. Your portfolio will be shared with several judges. Please make sure that all documents are **PDFs**, and that all files have **sharing permissions open to anyone with the link**. If you have any problems uploading your documentation and evidence to the Google folder, please contact the TOY Committee Chair by January.

2. **Registration:** Please be sure to register for the SWCOLT conference at [www.swcolt.org](http://www.swcolt.org).

3. **Interview:** Participate in interview and mock press conference (you will answer questions, and present a short policy speech about language education, intended for people from outside the language teaching profession). The exact time of your interview will be provided a week prior to the face-to-face meeting on Thursday, February 23. Please see interview rubric in [Section VI](#) for more details.

## Section IV - Detailed Documentation Instructions

You will upload the following documents into four (4) subfolders in a SWCOLT Google Folder, which will be provided to you upon your selection as state candidate for SWCOLT Teacher of the Year. Please ensure that you include all of the documentation; judges will have a copy of the instructions in addition to the [portfolio rubric](#).

Format for all documents (except for the Curriculum Vitae) should be: Times New Roman font, size 12, double-spaced. Each file should be saved and uploaded as: “Last Name\_Document Title\_2024” (ex. Doe\_Reflection on professional involvement\_2024). The entire portfolio (including the CV) should not exceed 30 pages. Please make sure that all documents that you include are **PDFs**, and sharing permissions are set to “**anyone with link can view**.”

### Subfolder 1: Personal statement and recommendations

**A. Photo and bio.\*** – a photo of yourself for the newsletter, posters and programs. Please also include your name (full name, including title if desired) as you would like it printed on certificates and publications, and a short bio.\* to accompany your photo.

\* **Sample bio:** Teacher of the Year for \_\_\_ Language Teachers Association. \_\_\_ is director of Project COACH, a staff development group working to improve world language teaching and

learning. She also serves as department chair, lead instructional technology teacher and mentor teacher at her school, and is author of “The Language Teacher’s Handbook” and presenter of many standing room only workshops. \_\_\_\_\_’s Cultural Participation and Research approach has helped to create a rich environment that engages her students to gain new perspectives, new friends, proficiency with a new language and culture, and motivation to use Spanish in the real world.

**B. Personal Statement** – 500-word personal statement on the value of learning languages and developing cultural competence for all learners.

**C. Curriculum Vitae** – **Your CV should be no more than 5 pages.** Your CV should include information on your contributions and/or participation in professional organizations such as district, state, or higher-level language organizations AND what those contributions are.

**D. Recommendations** – the candidate should include one-page letters of recommendation from:

- (1) Professional supervisor
- (2) Colleague
- (3) Former or former parent or student

**E. Video**– a short (20-30 seconds) video or audio clip with photo, introducing yourself. The videos can be filmed from a classroom (without showing students), somewhere at school, from home, or wherever you would like. **NOTE:** The video is not part of the evaluation process, but will be shared via social media to promote the SWCOLT Conference, and in the ceremony presenting the Teacher of the Year.

## Subfolder 2: Student work and reflections

**A. Student Work** - Two individual student examples, discussed in **2B, Written Reflections on Student Work**. If you are using video or audio formats, please ensure that **file permissions (share settings) are open to anyone with the link**.

**B. Written Reflections on Student Work** - Maximum of four (4) pages total, providing a written reflection about your two individual 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 C’s);
- Encourage the appropriate proficiency level use of the target language by the teacher and by the students.
- Show effective use of feedback including, but not limited to, rubrics.

**C. Question Responses** - Maximum of two (2) pages per question (four pages total):

1. How do you, as 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?
2. How do the samples of student work and the content of the classroom video reflect your personal statement on the value of learning languages and culture for all learners?

### Subfolder 3: Professional involvement

**A. Professional involvement documentation** – Maximum of four (4) pages, the contents of which are reflected upon in **3B Reflection**. Examples include, but are not limited to: certificates, newspaper articles, letters, and links to video:

- Demonstrate professional growth and involvement in professional organizations.
- Provide evidence of a variety of leadership experiences, including advocacy.

**B. Reflection** - should not exceed three (3) pages:

- Describe and analyze the significance and impact of your involvement in professional organizations and activities *on you as a teacher*.
- Describe and analyze the significance and impact of your involvement in professional organizations and activities *on student learning in your school, district and/or state*.

### Subfolder 4: Nomination and commitment forms

- Nomination form** from state organization
- SWCOLT commitment form**, completed and signed
- ACTFL commitment form**, completed and signed

## Section V - Documentation (Portfolio) Rubric

### SWCOLT Teacher of the Year Portfolio Selection Criteria Rubric

SWCOLT TOY Candidate: \_\_\_\_\_ State: \_\_\_\_\_ Total score: \_\_\_\_\_/70

Rubric scoring guide criteria for the 1-5 scores:

- 1 - Very Limited Evidence / Very Weak Performance
- 2 - Limited Evidence / Weak Performance
- 3 - Moderate Evidence / Good Performance
- 4 - Strong Evidence / Strong Performance
- 5 - Extensive Evidence / Very Strong Performance

**I. LETTERS OF RECOMMENDATION AND DOCUMENTATION** (including, but not limited to certificates, newspaper articles, online articles, letters, links to videos) demonstrate professional involvement, professional growth and a variety of professional leadership experiences.

*Includes letters from:*

- Professional supervisor \_\_\_\_\_
- Colleague \_\_\_\_\_
- Current or former student or parent \_\_\_\_\_

**Comments:** \_\_\_\_\_/5 points

**II. CURRICULUM VITAE (not to exceed five (5) pages)** demonstrates professional involvement and professional leadership.

**Comments:** \_\_\_\_\_/5 points

**III. PERSONAL STATEMENT (500 words)** on the value of learning languages and developing cultural competence for all learners. Statement has a compelling, strong and clear message.

**Comments:** \_\_\_\_\_/5 points

**IV. EXAMPLES OF STUDENT WORK (two (2) individual examples).**

- a. Student work shows evidence of varied instructional strategies.

**Comments:** \_\_\_\_\_/5 points

- b. Student work demonstrates the integration of the goals of the World Readiness Standards (5 C's).

**Comments:** \_\_\_\_\_/5 points

**V. REFLECTION ON STUDENT WORK (not to exceed four (4) pages total)**

- a. Demonstrates current best practices of language teaching and learning including the integration of the World Readiness Standards for learning languages (5 C's)

**Comments:** \_\_\_\_\_/5 points

- b. Encourages target language use among both teacher and students that is at an appropriate level of proficiency as defined by ACTFL

**Comments:** \_\_\_\_\_/5 points

- c. Provides the effective use of feedback, including, but not limited to rubrics

**Comments:** \_\_\_\_\_/5 points

**VI. RESPONSE TO QUESTIONS: (not to exceed two (2) pages for each question)**

**QUESTION 1:** *How does the teacher engage students in cultural activities beyond the classroom, including strategies that are appropriate for students at different levels of instruction?*

**Comments:** \_\_\_\_\_/5 points

**QUESTION 2:** *How do the samples of student work reflect the teacher's personal statement on the value of learning language and culture?*

**Comments:** \_\_\_\_\_/5 points

**VII. PROFESSIONAL INVOLVEMENT DOCUMENTATION (not to exceed four (4) pages)**

- a. Demonstrates professional growth and involvement in professional organizations

**Comments:** \_\_\_\_\_/5 points

- b. Provides evidence of a variety of leadership experiences, including advocacy

**Comments:** \_\_\_\_\_/5 points

**VIII. REFLECTION ON PROFESSIONAL DOCUMENTATION (not to exceed three (3) pages)**

- a. Describes and analyzes the significance and impact on the candidate as a teacher

**Comments:** \_\_\_\_\_/5 points

- b. Describes and analyzes the significance and impact on student learning and on language learning in the candidate's school and/or district or state

**Comments:** \_\_\_\_\_/5 points



## Section VI - Interview Rubric

### SWCOLT Teacher of the Year INTERVIEW Rubric

SWCOLT TOY Candidate: \_\_\_\_\_ State: \_\_\_\_\_

TOTAL Interview Points: \_\_\_\_\_

TOTAL Interview + Dossier: \_\_\_\_\_

#### **Rubric scoring guide criteria for the 1-5 scores:**

- 1 - Very Limited Evidence / Very Weak Performance
- 2 - Limited Evidence / Weak Performance
- 3 - Moderate Evidence / Good Performance
- 4 - Strong Evidence / Strong Performance
- 5 - Extensive Evidence / Very Strong Performance

***QUESTION 1: TBD regarding culture in the classroom***

QUALITY OF RESPONSE TO QUESTION 1: \_\_\_\_\_/5 points

***QUESTION 2: TBD regarding professional involvement***

QUALITY OF RESPONSE TO QUESTION 2: \_\_\_\_\_/5 points

***QUESTION 3: TBD regarding the value of learning a world language***

QUALITY OF RESPONSE TO QUESTION 3: \_\_\_\_\_/5 points

***MOCK PRESS CONFERENCE: A three to five minute policy speech given to a civic group or other outside organization comprised of people who are not language educators.***

- Compelling, strong and clear message

QUALITY OF MESSAGE: \_\_\_\_\_/5 points

QUALITY OF DELIVERY: \_\_\_\_\_/5 points

## **Section VII - Forms**

The forms in this section should be printed off, filled out, and then scanned to a PDF for submission to the organization. They include:

1. The Regional Nomination Form
2. The SWCOLT Commitment Form
3. The ACTFL Commitment Form



# Teacher of the Year NOMINATION COVER SHEET

This form should be completed by the state organization making the nomination.

## CANDIDATE INFORMATION

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Name of Candidate

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Institution/Position

Street Address City State

Zip Code

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Work Phone

Cell Phone

Email Address

Fax

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NOMINATED BY

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State:

Date:

## CONTACT INFORMATION

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Regional Officer/Designee

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Institution/Position

Street Address

City State

Zip Code

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Work Phone

Home or Cell Phone

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Email Address

Fax

# **SWCOLT Teacher of the Year Commitment Form for State Finalists**

This form should be completed by the finalist from each state organization and included in the portfolio submitted at the regional level.

## **If I am selected as the State Finalist for the SWCOLT Teacher of the Year, I agree to:**

- Attend the SWCOLT Annual Conference to participate in an on-site interview. (The state association may provide reimbursement of some of the expenses.)
- If selected as the regional winner, consent and commit to be nominated by SWCOLT as the ACTFL National Foreign Language Teacher of the Year.
- If selected as the regional winner, I commit to attend the ACTFL annual convention. The hotel, registration, and transportation are paid by ACTFL and,
- Be willing to serve as a spokesperson for the profession, based on availability.

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Signature

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Print Name

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Date

## **ACTFL National Language Teacher of the Year Commitment Form for State Finalists**

**This form should be completed by the finalist from each state organization and included in the dossier submitted at both the regional and national levels.**

**If I am selected as the Regional Finalist for the ACTFL National Language Teacher of the Year, I agree to:**

- Attend the ACTFL Annual Convention. Participate in an interview.
- Be willing to serve as a spokesperson for the language profession by attending conferences, giving presentations, and making personal appearances at various events as permitted by my teaching schedule (expenses paid by ACTFL or the requesting agency)
- Be willing to provide a first-person account of my experience as ACTFL National Language Teacher of the Year

Signature:

Print Name Date

Revised August  
2008

## Section VIII - Contacts

Ashley Eberhart – Teacher of the Year Program Co-Chair  
[aeberhart@swcolt.org](mailto:aeberhart@swcolt.org)

Kelly Conroy – Teacher of the Year Program Co-Chair  
[kconroy@swcolt.org](mailto:kconroy@swcolt.org)

If you have additional concerns, feel free to contact the following:

Jocelyn Raught – Executive Director SWCOLT  
[jraught@swcolt.org](mailto:jraught@swcolt.org)

Mariana Bahtchevanova – President SWCOLT  
[mbahtchevanova@swcolt.org](mailto:mbahtchevanova@swcolt.org)