



IFLTA
Teachers of the Year
Guidelines for Preparing the Portfolio

Congratulations on being selected Teacher of the Year by your IFLTA constituent organization! You have now become a candidate to be one of the three IFLTA “Teacher of the Year” awardees (based on your specific level: K-8, Secondary, or Collegiate). You are also a candidate to become the overall IFLTA ToY winner, and be able to represent the State of Indiana at the regional competition of the Central States Conference on the Teaching of Foreign Languages (CSCTFL).

To be considered for selection as one of IFLTA’s three "Teachers of the Year" you must:

- prepare a portfolio using the guidelines below,
- have been a member of IFLTA for at least three years during your career, and
- agree to submit a “Teacher of the Year” portfolio to the regional competition if asked to do so (one of IFLTA’s three Teachers of the Year will be selected to do so).

The deadline for the president of each IFLTA constituent organization to submit nominees to IFLTA is the **first Friday in April of the current year**. The complete Teacher of the Year portfolio from each nominee must be submitted electronically by midnight the **last Friday in July** of the current year.

Candidates must email their portfolio to the IFLTA ToY Committee Chair as an email attachment to the following address: toy@gmail.com.

For more information contact IFLTA ToY Chair. The current chair's name and address is available on the IFLTA website (www.iflta.org).

Timeline

- ***First Friday in April***
Deadline for entries. Constituent organization presidents submit their respective candidates to the IFLTA ToY Chair via email (toy@iflta.org) using the “[Chapter to IFLTA](#)” form.
- ***Last Friday in July***
Deadline for Candidate Portfolio submissions. Candidates must submit their completed portfolio to the IFLTA ToY Chair via email (toy@iflta.org) by this date, at the latest.
- ***November IFLTA Conference***
IFLTA Teachers of the Year announced at the Awards Ceremony.

Portfolio Guidelines

Please adhere to the submission deadline and guidelines.

Format of the Portfolio:

- Portfolio should contain a maximum of 30 pages.
- All materials should be compiled into one single Pdf document with numbered pages with the candidate's name on each page.
- Overall document size should not exceed 20 Mb.
- Use Times New Roman, font size number 12, single space.

NOTE: PORTFOLIOS THAT EXCEED THE ABOVE LIMITS WILL NOT BE CONSIDERED.

Content of the Portfolio:

I. Professional Self-Presentation

A. Curriculum Vitae of no more than five (5) pages. You may include attendance at past IFLTA Conferences and/or participation on the Board or committees.

B. Narrative Statement: Five-hundred-word (500) first-person statement on the value of learning languages and developing cultural competence for all learners. You may include:

1. Professional philosophy
2. Teaching effectiveness
3. Professional development
4. Contribution to the profession

II. Letters of Recommendation

- A. One-page letter of recommendation from a supervisor
- B. One-page letter of recommendation from a current student
- C. One-page letter of recommendation from a current or former parent or student
- D. Up to two additional letters may be included

III. Commitment to attend the Central States Conference of the Teaching of Foreign Languages (CSCTFL) if selected as the IFLTA overall ToY.

IV. Appendices (Included within 30-page maximum document size): You may include appendices to expand on topics discussed in the "Professional Self-Presentation."

Examples might include:

1. An event you organized that received coverage in a local newspaper.
2. Examples of Student Work that reflect the goals of the World Readiness Standards for Learning Languages (5C's). These can be written examples or in a digital format.
3. Reflection on the student work, and

4. Reflection on Professional Involvement.