



Teachers of the Year
Guidelines for Preparing the Portfolio

Congratulations on being selected "Teacher of the Year" by your constituent organization of IFLTA!

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).

Your portfolio (hard copy) can either be mailed to the chair of the "Teacher of the Year" committee. (The current chair's name and address is available on the IFLTA website (www.iflta.org) or brought to the meeting by the VPs of the constituent organizations.

DEADLINE: Postmark by August 1.

Format of the Portfolio:

Please use a maximum of 15 clear insert pages for the following materials (front and back presentation for a total of 30 pages). All materials should be presented in a single 3-ring binder.

NOTE: PORTFOLIOS THAT EXCEED THIS LIMIT WILL NOT BE CONSIDERED.

Content of the Portfolio:

I. Professional Self-Presentation.

A. Current resume: A complete resume will include your educational background, teaching experience, professional appointments and memberships, awards or recognitions received, and (if applicable) presentations or publications.

B. Narrative Statement: Please organize your statement to correspond to the following categories, but do not feel that you must address each question posed:

1. Professional Philosophy

Why did you become a professional educator? What goals do you have for yourself (either goals already met or those which lie ahead)? What perspectives or philosophies do you apply to your work, whether in the classroom with students or as you plan with colleagues, administrators, and/or community leaders?

2. Teaching Effectiveness

Provide evidence of your teaching effectiveness. You might describe innovative practice in your classroom, awards or special recognition you have received as a world language instructor, or achievements of your students.

3. Professional Development

What steps have you taken to continue your development as an educator? You might discuss formal education, participation at workshops or seminars, or collaborative work with colleagues. If applicable (more likely at the post-secondary level) describe your research and ways in which that work has contributed to your development as a professional educator.

4. Contribution to the Profession (local, state, national)

Describe leadership roles you have held in the profession. That description might include reference to membership and offices held in professional organizations (AATG, ICC, IFLTA, ACTFL, for example); contributions to your local school district (curricular leadership, for example), or leadership in your own school (department chair, for example).

II. Letters of Recommendation

Include 3 - 5 letters of recommendation. Letters should reflect the variety of your activity in the profession. You might, for example, include a letter from a teaching colleague, a principal, a student, a school board member, and/or a parent. Do not feel you must submit five letters.

III. Appendices

You may include appendices if necessary. For example, the narrative in the "Professional Self-Presentation" might refer to an event you organized that received coverage in a local newspaper. Refer to the news report in your narrative in this way (see Appendix A) and include the clipping in the appendix rather than interspersed in the narrative. Feel free to include photographs and/or student work.