**Timeline for 2020 LFLTA Teacher of the Year**

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| **October 31, 2019** | * Deadline for electronic submission of portfolio (PDF file) with completed nomination cover page to:

**Annie Rivera,** arivera@lincolnschools.org |
| **October 31-November 11, 2019** | * Portfolio review and evaluation by LFLTA Awards Committee
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| **November 14-December 9, 2019** | * Notification of finalists & scheduling of interviews with LFLTA’s award committee at a location to be determined – must be scheduled to take place prior to the 2019 LFLTA Conference
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| **LFLTA Conference****January 10-11, 2020** | * Recognition of the finalists and winner of the LFLTA Teacher of the Year
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| **SCOLT Conference 2021** | * Winner attends and represents Louisiana’s Teacher of the Year at SCOLT Conference (LFLTA will reimburse up to $500 of expenses incurred by travel and lodging.)
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**Portfolio Guidelines for Application to LFLTA Teacher of the Year**

1. The first page must be the ***Nomination Cover Page***, available on our website
2. One letter of recommendation from a professional colleague
3. One letter of recommendation from a supervisor
4. One letter of recommendation from a current or former student or student’s parent
5. A curriculum vitae of no more than five pages
6. A five-hundred word, first-person statement on the value of learning language and culture
7. At least three, with a maximum of five, individual examples of student work (with each sample being one page and one-sided only), that reflect the goals of the National Standards of Foreign Language Learning. For these samples, submit written work only. Applicants are encouraged to include one sample of technology-based student work; this part of the submission may be two pages, with one page providing a representative image of the student work (e.g., pictures from a student film, sample slides from a Power Point presentation) and a second page in which the applicant offers a detailed overview of the form and content of the project. ***Please have appropriate releases for student work.***
8. A commentary (not to exceed 5 pages) that describes how the selected student work samples are representative of the following:
	1. The connection between the student work and how you address the national standards in your classroom
	2. The connection between student work samples and how you use and promote target language in the classroom
	3. How the student work samples demonstrate differentiation of instruction and/or assessment to meet the needs of all learners
	4. How the chosen samples demonstrate how you integrate culture into instruction and/or assessment
	5. The type of feedback provided to students on this work
9. A statement of willingness to participate in all required activities associated with the award including:
	1. A consent and commitment statement to be nominated by LFLTA as the SCOLT World Language Teacher of the Year.
	2. A commitment to attend the SCOLT conference for a personal interview. (LFLTA will reimburse up to $500 of expenses incurred by travel and lodging. All expenses above this will be incurred by the candidate.)
	3. If selected as SCOLT World Languages Teacher of the Year, a consent and commitment statement to be nominated by SCOLT as the ACTFL National Foreign Language Teacher of the Year.
	4. If selected as SCOLT World Languages Teacher of the Year, prepare a statement of commitment to attend the ACTFL Annual Conference. Hotel, registration, and transportation are paid for by ACTFL.
	5. Willingness to serve as a spokesperson for the profession, based on availability.