

Criteria for the Nomination and Selection of the NCSSFL Supervisor of the Year

Your organization, school, or agency is invited to submit a nomination of a state supervisor of world languages to receive the Supervisor of the Year Award through the National Council of State Supervisors of Foreign Languages (NCSSFL). This award is made possible through the generous support of Prentice Hall publishers.

Process to nominate candidates:

- 1) The candidate must be a member of NCSSFL for at least the three previous years (including the current calendar year). Contact the NCSSFL treasurer to confirm three years of NCSSFL membership (Ruta Couet, South Carolina Department of Education, rcouet@sde.state.sc.us; 803-734-8383)
- 2) Submit a letter from the nominator in which you describe the candidate's evidence in each of the three categories: leadership, innovative contributions, and service.
- 3) Submit three letters of support, including at least one from a local school district and one from a professional organization (or from the state foreign language organization).
- 4) Submit a C.V. from the candidate (which will be used to rank all candidates, serving as a tiebreaker).
- 5) Submit no more than ten pages total (not including the candidate's C.V.).
- 6) **Deadline: June 1, 2003**

Categories:

A candidate will be evaluated in three categories. For all three categories, descriptions are given to explain the variety and breadth of indicators of each category; these descriptors are not meant to limit nor cover everything possible, nor must a candidate have evidence of every indicator. The nominator will explain the candidate's evidence for each category and will submit three letters of support that further detail evidence of these three areas.

1) Leadership: (5 points)

- Describe specific leadership roles and accomplishments within these roles
- Describe how the candidate is an advocate for languages
- Describe any evidence of impact from the candidate's leadership (who was inspired and how, to do what)

2) Innovative Contributions: (5 points)

- Describe specific programs or projects and what the new contribution is
- Provide examples which might include, but are not limited to, the following: state initiatives; resources or products; professional development initiatives or activities; advocacy or outreach campaigns; projects in the area of standards, curriculum, assessment, or policy.

3) Service: (4 points)

- Provide evidence of service at a variety of levels (local, state, regional, national, and/or international), including collaborative and cooperative efforts
- Tell of specific examples of service, which may include areas of professional presentations and/or writings
- Describe the nature of any exceptional service (above and beyond)

Process to evaluate candidates:

- 1) Three readers from the NCSSFL membership will evaluate each candidate based on the materials submitted by the nominator (after the initial year, the previous year's winner will be included as a reader)
- 2) The three readers will evaluate each candidate based on the rubric for each of the three categories of leadership, innovative contributions, and service.
- 3) Each reader will also rank all candidates based on each candidate's C.V. (looking at scholarship and educational background, experience in the SEA role, and evidence of lifelong learning and professional growth), with 1 being the lowest ranking, ranked up to the highest ranking number (which equals the total number of candidates). This ranking will be used to break a tie.

The scoring of leadership, innovative contributions, and service will use the following rubrics:

Rubric for Leadership and Innovative Contributions (scale of 1-5):

- 0 = insufficient information to rate as good
- 1 = Pretty good / This sounds above adequate
- 2 = Very good / This is really neat
- 3 = Excellent / This is impressive
- 4 = Outstanding / Wow, this is fantastic
- 5 = Incredible / Gosh, how did he/she do it?

Rubric for Service (scale of 1-4):

- 0 = insufficient information to rate as good
- 1 = Good / This is more than adequate
- 2 = Excellent / This is impressive
- 3 = Outstanding / This is fantastic
- 4 = Unbelievable / How did he/she do it?

This yields a score for each candidate. Total possible is 14 points per reader. Scores from the three readers are added together. Highest total score wins that year's award.

If there is a clear winner, then the rankings from the C.V. evaluation are not used. If a tiebreaker is needed, the C.V. rankings will be totaled (1 point for last place, ranking each candidate up to the highest number, which is equal to the total

number of candidates) with the highest total score from the C.V. rankings winning the award.

Timeline:

June 1 - Nomination materials are due to the chair of the NCSSFL award committee

June 15 - Materials sent to the members of the NCSSFL award committee

July 30 - NCSSFL award committee members send ratings and C.V. ranking to committee chair

August 15 - Award winner announced (NCSSFL president, nominator and nominee are notified)

November - Presentation of award during NCSSFL annual meeting (arranged by the committee chair and the NCSSFL president)

Submit all materials to the chair of the 2003 NCSSFL Award Committee:

**David Hellwig
Illinois State Board of Education
100 North First Street #E 418
Springfield, IL 62777**