# Application for EmploymentDIRECTORGovernor’s World Language AcademySummer 2024

**COVER SHEET**

*Please contact* *VDOE* *for assistance.*

Please identify the Academy to which you are applying:

* Japanese
* Latin

Date:

Name:

Permanent Mailing Address:

City, State, Zip Code:

Home Phone:

Email:

Current Employer:

Current Position:

Work Street Address:

City, State, Zip Code:

Work Phone:      ext.

Fax:

Please list **three** (3) professional references (*at least one (1) of which* ***must*** *be a current or recent supervisor*) and their contact information. References must not be a current VDOE employee or GWLA Coordinator.

1) Name:

Position:

Phone:

Relationship:

2) Name:

Position:

Phone:

Relationship:

3) Name:

Position:

Phone:

Relationship:

**IMPORTANT:** Submit this application cover sheet and supporting documents (**do not included the application direction pages**) to the program coordinator listed in the directions. Review of applications will begin on Friday, December 1, 2023.

**Application submission by email as an attached PDF formatted file
is required.**

## Please attach the following supporting documents to your application cover sheet:

### A typed letter of interest addressed to the program coordinator that includes the following:

* + Your reasons for wanting the position;
	+ Your proficiency in speaking, reading, and writing in both English and the language of the Academy and any additional languages you would be able to teach;
	+ Your knowledge of the American Council on the Teaching of World Languages (ACTFL) proficiency levels; performance guidelines, and World Readiness Standards;
	+ Your knowledge of the Virginia World Language Standards of Learning;
	+ Your knowledge of and ability to aid others in immersion-style teaching;
	+ Your ability to work as both a member of and leader of a team;
	+ Your experience/certifications (if any) in first aid, safety, CPR, lifeguard, etc.; and
	+ Any other information that would help to explain your qualifications as director of a Governor’s World Language Academy.

### Your resume or curriculum vitae that includes at a minimum the following information:

* Your formal educational background, including high school, undergraduate, and graduate degrees. Include the years of attendance and degrees earned.
* Your work experience, especially as related to world language instruction. Include the years of employment and the positions held.
* Other experiences related to employment at a Governor’s World Language Academy, especially those related to the teaching of world languages, providing leadership for students and other professionals, and the ability to work as a member of a team.
* Your professional affiliations, especially as they relate to the teaching of world languages.

## Please have the following items sent directly to the program coordinator by the issuing individual:

### At least two (2) current, signed, and dated letters of recommendation, submitted electronically to the appropriate program coordinator at the email address listed in the job description. A hard copy may follow but is not required so long as the electronic copy is signed and dated.