

Application for Employment
DIRECTOR
Governor's World Language Academy
Summer 2025
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 January 1, 2025.

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

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

A. 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.

B. 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:

C. 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.