



COMMONWEALTH of VIRGINIA
Department of Education

September 19, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Nominations for World Language Technical Assistance Documents
Development Committees**

The Office of Humanities and Early Childhood is accepting nominations for three world language committees. The purpose of these committees is to develop technical assistance documents that align proficiency guidelines, instructional strategies, assessment strategies, and other performance indicators to the 2014 *Foreign Language Standards of Learning* in the following groups:

- *Modern World Language: Roman Alphabet Languages*, including French, German, Spanish, Italian, Portuguese, and other alphabetic languages.
- *Modern World Language: Non-Roman Alphabet Languages*, including Arabic, Chinese, Japanese, Korean, and other character-based or logographic languages.
- *Latin*.

Approximately 20 world language educators and supervisors will be selected for the three writing teams. The writing team meetings will be held in or around Richmond, Virginia, on October 29-31, 2014. In addition, five members will be chosen from the writing team to serve on a Steering Committee. This committee will meet for one day in January 2015 to review and edit the draft documents.

Writing Team and Steering Committee members will be chosen based on the following criteria:

- instructional training and experience in world language education;
- in-depth knowledge of the *Foreign Language Standards of Learning*; and
- balanced regional representation.

Committee members will be provided the following:

- reimbursement for meals and travel expenses in accordance with state travel regulations and guidelines;
- lodging; and
- a certificate of attendance for recertification points (pending local approval).

All nominees who wish to serve on a committee must complete the Web-based application using the Instruction Committee Application Processing System (ICAPS). The Web-based application process requires a professional reference and division-level approval. Procedures for submitting the Web-based application are available at <https://p1pe.doe.virginia.gov/icaps>. Completed applications should be submitted to the Virginia Department of Education using ICAPS by October 3, 2014.

School divisions will be reimbursed for substitute teacher pay for teachers under contract at a maximum rate of \$100 per day.

If you have questions, please contact Dr. Lisa Harris, specialist for foreign languages, Office of Humanities and Early Childhood, by e-mail at Lisa.Harris@doe.virginia.gov or by telephone at (804) 225-3666.

SRS/LAH/vdg

Attachment:

- A. [Reimbursement Request for Substitute Teacher](#) (PDF)